



# Board of Commissioners Agenda

Town of Swansboro

Tuesday, January 27, 2026

## Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Douglas Eckendorf, Commissioner  
Tamara Pieratti, Commissioner | Wayne Herbert, Commissioner | Timothy Vannoy, 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. Budget Ordinance Amendment #2026-4
- b. Resolution Declaring Official Intent to Reimburse Expenditures-Police Interceptor Vehicles
- c. Resolution Dissolving the EOC/PSB Site Selection Committee
- d. Property Easement for 199 Williams Road/ONWASA Wastewater Treatment Facility
- e. Tax Refund Request

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$417.40.

#### Vehicle Tax

Geddes, Derek Kenneth	\$16.20	Tag Surrender
Puca, Michael Robert Jr.	\$196.64	Tag Surrender
Forsyth, Arlene Frances	\$13.61	Tag Surrender
Miller, Beverly Ann & Lee Phillips	\$152.20	Tag Surrender
Ruzicka, Louis Everett	\$38.75	Tag Surrender

### IV. Appointments/Recognitions/Presentations

#### a. FY 2024-2025 Audit Report

*Presenter: Gregory T. Redman, CPA*

## V. Public Hearing

**a. UDO Text Amendment – Establishing §152.034 Appearance Commission**  
**Presenter: Jon Barlow – Town Manager**

At its August 26, 2025, and October 28, 2025, meetings, the Board discussed options for formalizing the Appearance Commission, including private nonprofit status and formation of a Town advisory body. The Board expressed support for an advisory commission, provided staff involvement remained minimal, and the commission served in an advisory capacity only.

*Recommended Action:*

1. Hold a public hearing
2. Motion to adopt Ordinance 2026-01 establishing the Appearance Committee as a Town advisory committee.

**b. Rezoning Request- Parcel ID 012535 (Swansboro Loop Road)**

**Presenter: Rebecca Brehmer, CFM, CZO – Planner**

Pinnacle Construction and Development, LLC, on behalf of property owners, Family Freedom, LLC has submitted a rezoning request for a property on Swansboro Loop Road from RA - Residential/Agricultural to R10SF - Residential. The property is located in Swansboro's ETJ, and is further identified as tax parcel ID 012535, and the total acreage requested for rezoning is +/- 1 acre.

*Recommended Action:*

1. Hold a public hearing
2. Motion to approve or deny Ordinance 2026-02 to rezone parcel ID 012535 (Swansboro Loop Road) from RA - Residential/Agricultural to R10SF – Residential.

## VI. Business Non-Consent

**a. EOC/PSB Design-Build Firm Selection**  
**Presenter: Jon Barlow – Town Manager**

The Town solicited Requests for Qualifications (RFQ) for Design-Build services for the construction of the new Emergency Operations Center/Public Safety Center.

*Recommended Action: Authorize staff to enter into contract negotiations with Bobbitt for Design Build Services.*

**b. Correction to Public Safety Salary Schedule FY 2025-2026**  
**Presenter: Sonia Johnson – Finance Director**

An amendment is requested to the salary schedule approved on June 10, 2025, to reflect the corrected minimum salary amounts, with the effective date remaining July 1, 2025.

*Recommended Action: Motion to approve the Amended Salary Schedule for Public Safety for FY 2025-2026*

**c. Monthly Financial Report as of December 2025**  
**Presenter-Sonia Johnson, Finance Director**

**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**

**a. Projects Brief**

**b. Department Reports**

**X. Board Comments**

**XI. Closed Session**

**XII. Adjournment**



# Board of Commissioners Meeting

## Agenda Item Submittal

Item III - a.

Item To Be Considered: **Budget Ordinance Amendment #2026-4**

Board Meeting Date: **January 27, 2026**

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

**Overview:** A Budget Ordinance Amendment is requested by multiple departments.

- Parks and Recreation:** Swansboro Parks & Recreation has received a grant from North Carolina Amateur Sports in the amount of \$4,800. These funds will be used to purchase sports equipment for our Sprout Scouts and Tiny Trekkers programs.

The equipment will support quarterly Saturday programs designed for toddlers and young children, serving ages 1–2 and 3–6. These programs focus on engaging children alongside their parents or caregivers in a fun, open environment that encourages movement and exploration of new activities.

The goal of these programs is to introduce sports and physical activity at an early age without the pressure or commitment of a full season, helping build confidence, coordination, and a positive association with recreation.

*Source of Funds: Grants Various*

- Finance:** Allocate additional funds of \$7,572 for the payout of accrued leave due to staff resignation.

*Source of Funds: Appropriated Fund Balance*

- Public Buildings:** Staff has received a proposal from Carteret Heating & Cooling, Inc. in the amount of \$3,728 to complete necessary HVAC electrical repairs at the Parks & Recreation building. The HVAC system is currently not operational and requires repair to restore proper heating and cooling to the facility.

Staff is requesting to appropriate \$3,728 from fund balance to cover the cost of the required electrical repair.

*Source of Funds: Appropriated Fund Balance*

**Background Attachment(s):** Budget Ordinance Amendment #2026-4

**Recommended Action:** Motion to approve Budget Ordinance Amendment #2026-4

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

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**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 25/26****BUDGET ORDINANCE AMENDMENT #2026-4**

**BE IT ORDAINED** by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2026:

Section 1. To amend the General Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Parks and Recreation	\$4,800
Finance	\$7,572
Public Buildings	\$3,728

<u>Revenues</u>	
<u>Increase</u>	
Appropriated Fund Balance-General Fund	\$11,300
Grants-Various	\$4,800

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, January 27, 2026.

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William Justice, Mayor

Attest:

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Alissa Fender, Town Clerk



# Board of Commissioners Meeting

## Agenda Item Submittal

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Item To Be Considered: **Resolution Declaring Official Intent to Reimburse Expenditures-Police Interceptor Vehicles**

Board Meeting Date: **January 27, 2026**

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

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**Overview:** In this current fiscal year, two police interceptor vehicles were budgeted to be purchased using loan proceeds. Due to delivery occurring sooner than anticipated, the vehicles were delivered and paid for prior to the issuance of tax-exempt financing. The total cost of the vehicles and associated upfitting was \$104,000.

Internal Revenue Service (IRS) regulations require that a declaration of official intent to reimburse expenditures be adopted by the governing body within 60 days after the expenditure is paid. Failure to adopt this declaration within the required timeframe could jeopardize the tax-exempt status of the interest on the financing.

The proposed resolution satisfies the IRS requirement by formally declaring the Town's intent to reimburse itself for eligible expenditures associated with the police interceptor vehicles from the proceeds of future tax-exempt financing. Adoption of this resolution ensures compliance with federal regulations and preserves the Town's ability to use tax-exempt debt for reimbursement.

**Background Attachment(s):** Resolution (2026-R1) Declaring Official Intent to Reimburse Expenditures – Police Interceptor Vehicles

**Recommended Action:** Motion to approve the Resolution (2026-R1) Declaring Official Intent to Reimburse Expenditures – Police Interceptor Vehicles

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

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**RESOLUTION (2026-R1) DECLARING OFFICIAL INTENT TO REIMBURSE  
EXPENDITURES FOR THE PURCHASE AND UPFITTING OF POLICE INTERCEPTOR  
VEHICLES FROM PROCEEDS OF TAX-EXEMPT FINANCING**

WHEREAS, the Town has incurred or expects to incur expenditures for the purchase and upfitting of police interceptor vehicles to support public safety operations; and

WHEREAS, the Town has paid expenditures totaling \$104,000 for the acquisition and upfitting of such police interceptor vehicles from available funds prior to the issuance of tax-exempt obligations; and

WHEREAS, Section 1.150-2 of the Treasury Regulations under the Internal Revenue Code of 1986, as amended, requires that a declaration of official intent to reimburse expenditures be adopted by the governing body no later than 60 days after payment of the original expenditure in order for the reimbursement to qualify as an expenditure of tax-exempt bond proceeds; and

WHEREAS, failure to adopt such a declaration within the required timeframe could jeopardize the tax-exempt status of the interest on the obligations to be issued; and

WHEREAS, the Board of Commissioners desires to declare its official intent to reimburse itself for the cost of the police interceptor vehicles and related upfitting from the proceeds of tax-exempt financing to be issued at a later date;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town that:

1. The Town hereby declares its official intent to reimburse itself for the costs of acquiring and upfitting police interceptor vehicles, including related equipment and incidental expenses, in an amount not to exceed \$104,000, from the proceeds of tax-exempt obligations to be issued.
2. This declaration of official intent is adopted within 60 days of payment of the original expenditures and is intended to comply with the requirements of Section 1.150-2 of the Treasury Regulations.
3. The Town reasonably expects to reimburse the expenditures with proceeds of tax-exempt financing to be issued in the future, subject to applicable law and approval of the Board of Commissioners.
4. This resolution shall take effect immediately upon adoption.

ADOPTED this 27th day of January, 2026.

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William Justice, Mayor

ATTEST:

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Alissa Fender, Town Clerk



# Board of Commissioners Meeting

## Agenda Item Submittal

Item III - c.

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Item To Be Considered: **Resolution Dissolving the EOC/PSB Site Selection Committee**

Board Meeting Date: **January 27, 2026**

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

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**Overview:** The Board of Commissioners created the EOC/PSB Site Selection Committee in 2024 for the purpose of identifying and evaluating potential sites for the construction of a new Emergency Operations Center/Public Safety Building. The committee has completed its assigned task and fulfilled the purpose for which it was established.

On December 5, 2025, 5 acres of the property located at 768 W. Corbett Avenue was acquired for the future EOC/PSB site location, therefore the Board of Commissioner approved dissolving the committee at its January 13, 2026, meeting.

**Background Attachment(s):** Resolution 2026-R2

**Recommended Action:** Adopt Resolution 2026-R2 dissolving the EOC/PSB Site Selection Committee.

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

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**A RESOLUTION (2026-R2) DISSOLVING THE  
EOC/PSB SITE SELECTION COMMITTEE**

WHEREAS, at its January 23, 2024, meeting, the Board of Commissioners of the Town of Swansboro created the EOC/PSB Site Selection Committee as an ad hoc community advisory committee for the purpose of searching for and evaluating a suitable site for the construction of an Emergency Operations Center/Public Safety Building; and

WHEREAS, the EOC/PSB Site Selection Committee has completed its assigned work and fulfilled the purpose for which it was established; and

WHEREAS, with the finalized purchase of 5 acres from the 10 acre parcel located at 768 W. Corbett Avenue for the EOC/PSB site location, the Board of Commissioners desires to formally dissolve the EOC/PSB Site Selection Committee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Swansboro that the EOC/PSB Site Selection Committee is hereby dissolved effective January 27, 2026.

Adopted by the Swansboro Board of Commissioners in regular session, January 27, 2026.

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William Justice, Mayor

Attest:

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Alissa Fender, Town Clerk



# Board of Commissioners Meeting

## Agenda Item Submittal

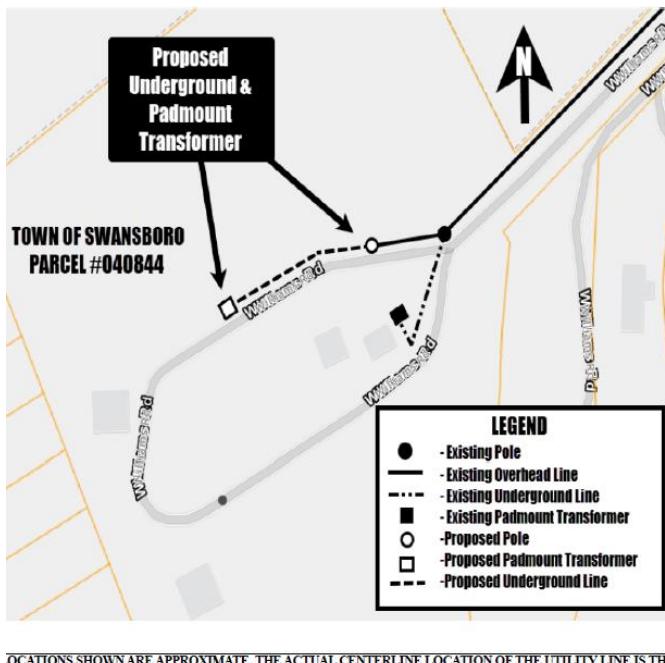
Item To Be Considered: **Property Easement for 199 Williams Road/ONWASA Wastewater Treatment Facility**

Board Meeting Date: **January 27, 2026**

Prepared By: **Rebecca Brehmer, CFM, CZO - Planner**

**Overview:** A property easement request has been submitted by Duke Energy at 199 Williams Road at the ONWASA Wastewater Treatment Facility. This is related to an ongoing renovation of this station owned by the Town of Swansboro but currently leased by ONWASA. This electrical service/property easement will supply power to the new pump station that has been approved for construction on the site. Please see details of easement request and exhibit below:

Overhead facilities 30' wide (15' each side of centerline)  
Underground facilities 20' wide (10' each side of centerline)



**Background Attachment(s):** Proposed property easement request

**Recommended Action:** Motion to approve or deny property easement request at 199 Williams Road/ONWASA Wastewater Treatment Facility

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

Prepared by: Duke Energy Progress, LLC  
 Return to: Duke Energy Progress, LLC  
 Attn: Drew Kirkpatrick  
 103 Executive Parkway  
 New Bern, North Carolina 28562

Parcel # 040844

## EASEMENT

State of North Carolina  
 County of Onslow

THIS EASEMENT ("Easement") is made this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_, from **TOWN OF SWANSBORO**, a North Carolina a body politic and corporate of the State of North Carolina and **ONSLOW WATER AND SEWER AUTHORITY**, a North Carolina water and sewer authority created and existing under Article 1 of Chapter 162A of the NC General Statutes ("ONWASA"), which is executing for Release and Consent purposes only ("Grantor", whether one or more), to **DUKE ENERGY PROGRESS, LLC**, a North Carolina limited liability company ("Grantee").

Grantor, for and in consideration of the sum of One and 00/100 Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby grant unto Grantee a perpetual and non-exclusive easement, to construct, reconstruct, operate, patrol, maintain, repair, replace, relocate, add to, modify, and remove electric and communication lines including, but not limited to, all necessary supporting structures, and all other appurtenant apparatus and equipment for the transmission and distribution of electrical energy, and for technological purposes related to the operation of the electric facilities and for the communication purposes of Incumbent Local Exchange Carriers (collectively, "Facilities").

Grantor is the owner of that certain property described in that instrument recorded in **Deed Book 555, Page 111**, Onslow County Register of Deeds, and also in that instrument recorded in **Deed Book 1612, Page 450**, also shown as **Tract 2B**, on a survey entitled "**Lot Recombination for Waters Enterprises and Town of Swansboro**", as recorded in **Map Book 39, Page 43, Onslow County Register of Deeds** ("Property").

The Facilities may be both overhead and underground and located in, upon, over, along, under, through, and across a portion of the Property within an easement area described as follows:

A strip of land thirty feet (30') in uniform width for the overhead portion of said Facilities and a strip of land twenty feet (20') in uniform width for the underground portion of said Facilities, lying equidistant on both sides of a centerline, which centerline shall be established by the center of the Facilities as installed, along with an area ten feet (10') wide on

all sides of the foundation of any Grantee enclosure/transformer, vault and/or manhole, (hereinafter referred to as "Easement Area").

The rights granted herein include, but are not limited to, the following:

1. Grantee shall have the right of ingress and egress over the Easement Area, Property, and any adjoining lands now owned or hereinafter acquired by Grantor (using lanes, driveways, and adjoining public roads where practical as determined by Grantee).
2. Grantee shall have the right to trim, cut down, and remove from the Easement Area, at any time or times and using safe and generally accepted arboricultural practices, trees, limbs, undergrowth, other vegetation, and obstructions.
3. Grantee shall have the right to trim, cut down, and remove from the Property, at any time or times and using safe and generally accepted arboricultural practices, dead, diseased, weak, dying, or leaning trees or limbs, which, in the opinion of Grantee, might fall upon the Easement Area or interfere with the safe and reliable operation of the Facilities.
4. Grantee shall have the right to install necessary guy wires and anchors extending beyond the boundaries of the Easement Area.
5. Grantee shall have the right to relocate the Facilities and Easement Area on the Property to conform to any future highway or street relocation, widening, or alterations.
6. Grantor shall not place, or permit the placement of, any structures, improvements, facilities, or obstructions, within or adjacent to the Easement Area, which may interfere with the exercise of the rights granted herein to Grantee. Grantee shall have the right to remove any such structure, improvement, facility, or obstruction at the expense of Grantor.
7. Excluding the removal of vegetation, structures, improvements, facilities, and obstructions as provided herein, Grantee shall promptly repair or cause to be repaired any physical damage to the surface area of the Easement Area and Property resulting from the exercise of the rights granted herein to Grantee. Such repair shall be to a condition which is reasonably close to the condition prior to the damage, and shall only be to the extent such damage was caused by Grantee or its contractors or employees.
8. Notwithstanding anything to the contrary above, the general location of the Facilities is shown on the sketch attached hereto as Exhibit A and incorporated herein by reference. The final and definitive location of the Easement Area shall become established by and upon the final installation and erection of the Facilities by Grantee in substantial compliance with Exhibit A.
9. The rights granted in this Easement include the right to install Facilities wherever needed on the Property to serve future development on the Property and adjoining lands. Portions of the Facilities may be installed immediately and other portions may be installed in the future as the need develops. Facilities installed in the future shall be installed at locations mutually agreeable to the parties hereto if they are to be located outside of the Easement Area. Upon any future installations of Facilities at mutually agreed locations, the Easement Area shall be deemed to include such future locations.
10. All other rights and privileges reasonably necessary, in Grantee's sole discretion, for the safe, reliable, and efficient installation, operation, and maintenance of the Facilities.

The terms Grantor and Grantee shall include the respective heirs, successors, and assigns of Grantor and Grantee. The failure of Grantee to exercise or continue to exercise or enforce any of the rights herein granted shall not be construed as a waiver or abandonment of the right thereafter at any time, or from time to time, to exercise any and all such rights.

TO HAVE AND TO HOLD said rights, privilege, and easement unto Grantee, its successors, licensees, and assigns, forever. Grantor warrants and covenants that Grantor has the full right and authority to convey to Grantee this perpetual Easement, and that Grantee shall have quiet and peaceful possession, use and enjoyment of the same.

IN WITNESS WHEREOF, Grantor has signed this Easement under seal effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. Item III - d.

**TOWN OF SWANSBORO**  
a North Carolina a body politic and corporate of the state of x

\_\_\_\_\_  
\_\_\_\_\_  
(SEAL)  
Jonathan Barlow, Town Manager

Attest:

Alissa Fender, Town Clerk

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of \_\_\_\_\_ County, State of \_\_\_\_\_, certify that Name of Signer personally appeared before me this day and acknowledged that he/she is Title2 of TOWN OF SWANSBORO, a North Carolina a body politic and corporate of the state of x, and that by authority duly given and as the act of said a body politic and corporate of the state of North Carolina, the foregoing EASEMENT was signed in its name by its Title, sealed with its official seal, and attested by herself/himself as its Title2.

Witness my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. (Notary Seal)

Notary Public: \_\_\_\_\_

Commission expires: \_\_\_\_\_

**IN WITNESS WHEREOF**, Grantor has signed this Easement under seal effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**ONSLOW WATER AND SEWER AUTHORITY**  
a North Carolina water and sewer authority

(SEAL)

Royce Bennett, Chairman

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of \_\_\_\_\_ County, State of \_\_\_\_\_, certify that Royce Bennett, as Chairman of **ONSLOW WATER AND SEWER AUTHORITY Y COLLEGE**, personally appeared before me this day and acknowledged the due execution of the foregoing EASEMENT.

Witness my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.



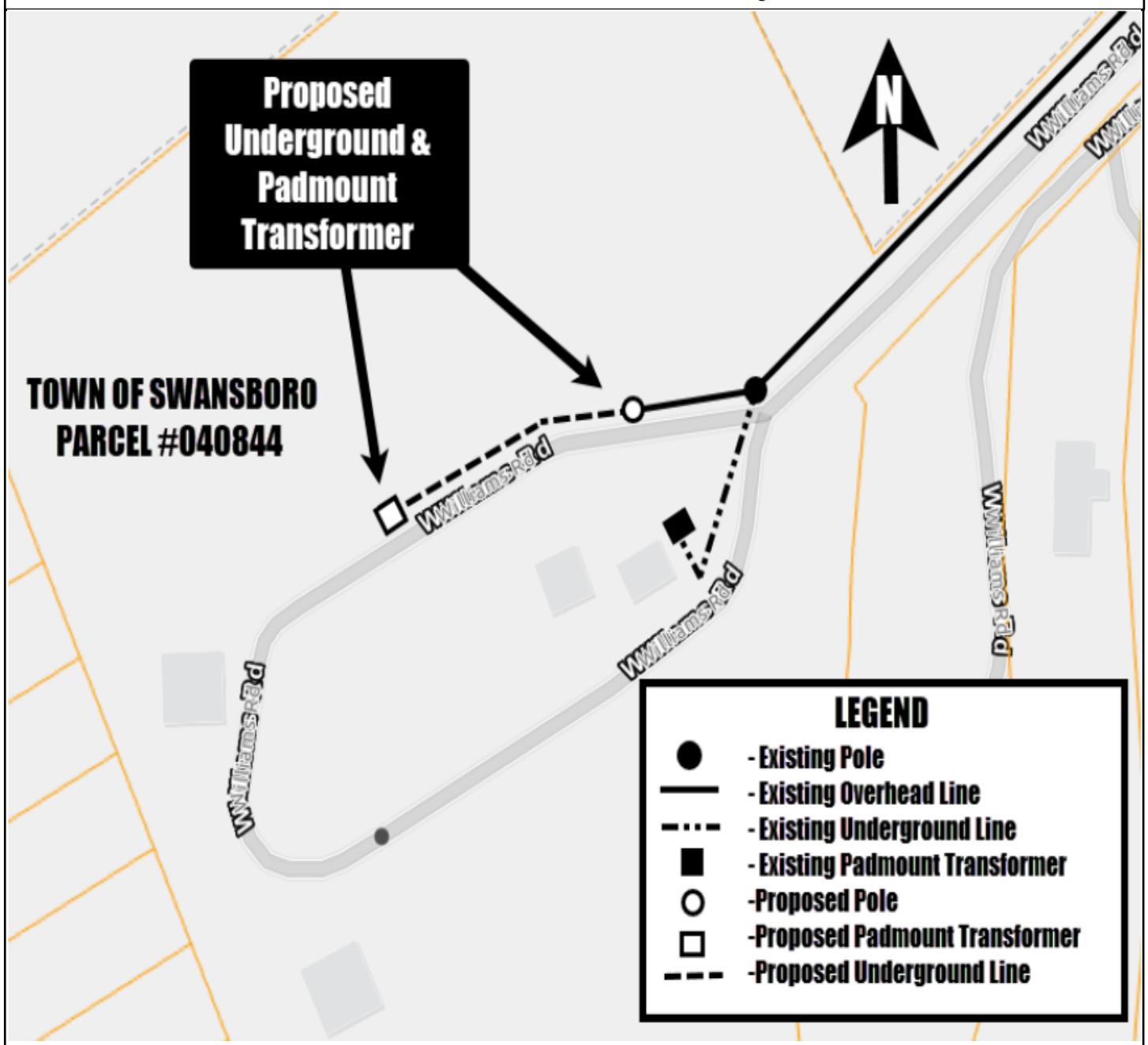
Notary Public: \_\_\_\_\_

Commission expires: \_\_\_\_\_

# EXHIBIT A

Item III - d.

THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS



LOCATIONS SHOWN ARE APPROXIMATE. THE ACTUAL CENTERLINE LOCATION OF THE UTILITY LINE IS THE CENTERLINE OF THE EASEMENT

Duke Energy

PROJECT NAME:

WILLIAMS ROAD -TOWN OF SWANSBORO PUMPING STATION

	PROPERTY OWNER: TOWN OF SWANSBORO	DATE: 1/12/2026
	SITE ADDRESS: 199 WILLIAMS ROAD, SWANSBORO, NC ONSLOW COUNTY, NORTH CAROLINA	WO# 58847529
DUKE ENERGY.	EASEMENT DESCRIPTION: Overhead facilities 30' wide (15' each side of centerline) Underground facilities 20' wide (10' each side of centerline)	SITE # 107765 LU # CK. BY JB
		15



# Board of Commissioners Meeting

## Agenda Item Submittal

Item III - e.

Item To Be Considered: **Tax Refund Request**

Board Meeting Date: **January 27, 2026**

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

**Overview:** The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$417.40

### **Vehicle Tax**

Geddes, Derek Kenneth	\$16.20	Tag Surrender
Puca, Michael Robert Jr.	\$196.64	Tag Surrender
Forsyth, Arlene Frances	\$13.61	Tag Surrender
Miller, Beverly Ann & Lee Phillips	\$152.20	Tag Surrender
Ruzicka, Louis Everett	\$38.75	Tag Surrender

**Background Attachment(s):** None

**Recommended Action:** Motion to approve refunds as recommended by Onslow County

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

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# Town of Swansboro Audit Report Presentation

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*Gregory T. Redman, CPA*



## Independent Auditor's Report

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### Opinion

In my opinion, based on my audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Swansboro, North Carolina as of June 30, 2025, and the respective changes in financial position and cash flows, where appropriate, thereof and the respective budgetary comparison for the General Fund for the year then ended **in accordance with accounting principles generally accepted in the United States of America.**

**“Unmodified Opinion”**

Reference page 1 of the Audit Report

# Balance Sheet-Governmental Funds

Item IV - a.

	Major Funds		Non-Major Funds		Total Governmental Funds
	General Fund	State Capital Infrastructure Fund	Other Governmental Funds		
<b>Assets</b>					
Cash and cash equivalents	\$ 5,264,302	\$ -	\$ -	\$ 5,264,302	
Restricted cash	133,665	9,523,762	898,742		10,556,169
Receivables, net:					
Taxes	63,598	-	-	63,598	
Accounts	343,970	-	-	343,970	
Leases	282,748	-	-	282,748	
Grants	64,378	-	49,108		113,486
Due from other funds	-	-	-		
Total Assets	<u>\$ 6,152,661</u>	<u>\$ 9,523,762</u>	<u>\$ 947,850</u>	<u>\$ 16,624,273</u>	
<b>Liabilities</b>					
Liabilities payable from restricted assets	\$ -	\$ 8,961,114	\$ 48,475	\$ 9,009,589	
Accounts payable and accrued liabilities	618,943	6,000	51,617		676,560
Due to other funds	-	-	-		
Other liabilities	197,948	-	-	197,948	
Total Liabilities	<u>\$ 816,891</u>	<u>\$ 8,967,114</u>	<u>\$ 100,092</u>	<u>\$ 9,884,097</u>	
<b>Deferred Inflows of Resources</b>					
Property taxes receivable	\$ 63,598	\$ -	\$ -	\$ 63,598	
Leases	282,748	-	-	282,748	
Total Deferred Inflows of Resources	<u>\$ 346,346</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 346,346</u>	
<b>Fund Balances</b>					
Restricted:					
Stabilization by State Statute	\$ 408,348	\$ -	\$ -	\$ 408,348	
Streets	133,665	-	-	133,665	
Capital improvements	-	556,648	847,758		1,404,406
Assigned:					
Subsequent year's expenditures	773,654	-	-	773,654	
Unassigned	3,673,757	-	-		3,673,757
Total Fund Balances	<u>\$ 4,989,424</u>	<u>\$ 556,648</u>	<u>\$ 847,758</u>	<u>\$ 6,393,830</u>	
Total Liabilities, Deferred Inflows of Resources, And Fund Balances	<u>\$ 6,152,661</u>	<u>\$ 9,523,762</u>	<u>\$ 947,850</u>	<u>\$ 16,624,273</u>	

Reference page 18 of the Audit Report

# Statement of Revenues, Expenditures, and Changes in Fund Balance Governmental Funds

Item IV - a.

	Major		Non-Major Funds		Total Governmental Funds
	General Fund	State Capital Infrastructure Fund	Other Governmental Funds	Governmental Funds	
<b>Revenues</b>					
Ad valorem taxes	\$ 2,568,734	\$ -	\$ -	\$ 2,568,734	
Other taxes and licenses	123,191	-	-	-	123,191
Unrestricted intergovernmental	1,979,668	-	-	-	1,979,668
Restricted intergovernmental	650,528	19,367	654,649	654,649	1,324,544
Permits and fees	456,028	-	-	-	456,028
Sales and services	460	-	-	-	460
Investment earnings	272,846	381,092	-	-	653,938
Miscellaneous	108,192	-	-	-	108,192
Contributions	18,309	-	-	-	18,309
<b>Total Revenues</b>	<b>\$ 6,177,956</b>	<b>\$ 400,459</b>	<b>\$ 654,649</b>	<b>\$ 654,649</b>	<b>\$ 7,233,064</b>
<b>Expenditures</b>					
Current:					
General government	\$ 1,047,419	\$ -	\$ -	\$ -	\$ 1,047,419
Public safety	3,059,304	-	-	-	3,059,304
Transportation	1,072,453	-	-	-	1,072,453
Economic development	358,311	18,805	748,494	748,494	1,125,610
Cultural and recreational	327,350	-	-	-	327,350
General services	293,493	-	-	-	293,493
Debt service:					
Principal	340,118	-	-	-	340,118
Interest and other charges	24,032	-	-	-	24,032
<b>Total Expenditures</b>	<b>\$ 6,522,480</b>	<b>\$ 18,805</b>	<b>\$ 748,494</b>	<b>\$ 748,494</b>	<b>\$ 7,289,779</b>
Excess (Deficiency) Of Revenues Over Expenditures	<b>\$ (344,524)</b>	<b>\$ 381,654</b>	<b>\$ (93,845)</b>	<b>\$ (93,845)</b>	<b>\$ (56,715)</b>
<b>Other Financing Sources (Uses)</b>					
Loan issuance	\$ 349,860	\$ -	\$ -	\$ -	\$ 349,860
Contribution from Swansboro Tourism				15,950	15,950
Transfers in:					
Capital projects	-	-	-	-	-
General fund	-	-	-	78,500	78,500
Transfers out:					
Capital projects	-	-	-	-	-
Other	(78,500)	-	-	-	(78,500)
<b>Total Other Financing Sources And Uses</b>	<b>\$ 271,360</b>	<b>\$ -</b>	<b>\$ 94,450</b>	<b>\$ 94,450</b>	<b>\$ 365,810</b>
Net Change In Fund Balance	<b>\$ (73,164)</b>	<b>\$ 381,654</b>	<b>\$ 605</b>	<b>\$ 605</b>	<b>\$ 309,095</b>
Fund balances, beginning	5,062,588	174,994	847,153	847,153	6,084,735
Fund balances, ending	<b>\$ 4,989,424</b>	<b>\$ 556,648</b>	<b>\$ 847,758</b>	<b>\$ 847,758</b>	<b>\$ 6,393,830</b>

Reference page 20 of the Audit Report

## Unassigned Fund Balance as a Percentage of Total General Fund Expenditures

Item IV - a.

	2025	2024
Unassigned fund balance	\$ 3,673,757	\$ 3,852,321
Total General Fund expenditures	6,522,480	5,198,882
Unassigned fund balance as a Percentage of Total General Fund expenditures	56%	74%
Unassigned fund balance at 6/30/24 as a percentage of 2024/2025 budgeted expenditures (\$7,498,704)	51%	51%
LGC recommended amount	34%	34%
Average of similar-sized towns	63%	63%

Reference page 18 and 20 of the Audit Report

# Statement of Net Positions

## Proprietary Funds

Item IV - a.

	Major Enterprise Funds		
	Stormwater Fund	Solid Waste Fund	Totals
<b>Assets</b>			
Current assets:			
Cash and cash equivalents	\$ 193,184	\$ 278,239	\$ 471,423
Accounts receivable (net)	178,476	-	178,476
Due from other funds	-	-	-
Total Current Assets	<u>\$ 371,660</u>	<u>\$ 278,239</u>	<u>\$ 649,899</u>
Noncurrent assets:			
Capital assets:			
Land and other non-depreciable assets	-	-	-
Other capital assets, net of depreciation	169,115	183,730	352,845
Capital assets (net)	<u>\$ 169,115</u>	<u>\$ 183,730</u>	<u>\$ 352,845</u>
Total Assets	<u>\$ 540,775</u>	<u>\$ 461,969</u>	<u>\$ 1,002,744</u>
<b>Deferred Outflows of Resources</b>			
Pension deferrals	\$ 29,436	\$ 29,436	\$ 58,872
<b>Liabilities</b>			
Current liabilities:			
Accounts payable - trade	\$ 7,690	\$ 54,825	\$ 62,515
Due to other funds	-	-	-
Customer deposits	-	-	-
Compensated absences - current	534	534	1,068
Current portion of long-term liabilities	<u>18,456</u>	<u>18,456</u>	<u>36,912</u>
Total Current Liabilities	<u>\$ 26,680</u>	<u>\$ 73,815</u>	<u>\$ 100,495</u>
Noncurrent liabilities:			
Compensated absences	\$ 2,136	\$ 2,136	\$ 4,272
Long-term liabilities	91,614	91,614	183,228
Net pension liability	48,664	48,663	97,327
Total OPEB liability	<u>9,847</u>	<u>9,847</u>	<u>19,694</u>
Total non-current liabilities	<u>\$ 152,261</u>	<u>\$ 152,260</u>	<u>\$ 304,521</u>
Total Liabilities	<u>\$ 178,941</u>	<u>\$ 226,075</u>	<u>\$ 405,016</u>
<b>Deferred Inflows of Resources</b>			
Pension deferrals	<u>\$ 12,116</u>	<u>\$ 12,116</u>	<u>\$ 24,232</u>
<b>Net Position</b>			
Net investment in capital assets	\$ 59,045	\$ 73,660	\$ 132,705
Restricted net position	-	-	-
Unrestricted net position	<u>320,109</u>	<u>179,554</u>	<u>499,663</u>
Total Net Position	<u>\$ 379,154</u>	<u>\$ 253,214</u>	<u>\$ 632,368</u>

Reference page 23 of the  
Audit Report

# Statement of Revenues, Expenses, And Changes in Fund Net Position Proprietary Funds

Item IV - a.

**Operating Revenues**  
 Charges for services  
 Other operating revenues  
 Total Operating Revenues

Major Enterprise Funds		
Stormwater Fund	Solid Waste Fund	Totals
\$ 157,779	\$ 481,582	\$ 639,361
5,143	-	5,143
<u>\$ 162,922</u>	<u>\$ 481,582</u>	<u>\$ 644,504</u>

**Operating Expenses**  
 Administration  
 Stormwater operations  
 Solid waste operations  
 Depreciation  
 Total Operating Expenses

\$ -	\$ -	\$ -
116,418	-	116,418
-	465,360	465,360
17,119	17,562	34,681
<u>\$ 133,537</u>	<u>\$ 482,922</u>	<u>\$ 616,459</u>
<u>\$ 29,385</u>	<u>\$ (1,340)</u>	<u>\$ 28,045</u>

**Non-operating Revenues (Expenses)**

Investment earnings  
 State and local grants

\$ -	\$ -	\$ -
-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Total Non-operating Revenues (expenses)

\$ -	\$ -	\$ -
-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Income (loss) before contributions and transfers**

\$ 29,385	\$ (1,340)	\$ 28,045
-	-	-
<u>\$ 29,385</u>	<u>\$ (1,340)</u>	<u>\$ 28,045</u>

Capital contributions  
 Transfers from other funds  
 Transfers to other funds

-	-	-
-	-	-
<u>-</u>	<u>-</u>	<u>-</u>

Change in net position

\$ 29,385	\$ (1,340)	\$ 28,045
349,769	254,554	604,323
<u>\$ 379,154</u>	<u>\$ 253,214</u>	<u>\$ 632,368</u>

Reference page 24  
of the Audit Report

# Changes in Long-term Liabilities

Item IV - a.

Governmental Activities:	Beginning			Ending Balance	Current Portion of Balance
	Balance	Increases	Decreases		
Notes from direct placements	\$ 916,182	\$ 349,860	\$ 301,726	\$ 964,316	\$ 287,501
Subscription liability	38,392	-	38,392	-	-
Total pension liability (LEO)	79,936	18,547	-	98,483	1,966
Net pension liability (LGERS)	1,605,827	243,378	-	1,849,205	-
Total OPEB liability	372,326	1,868	-	374,194	8,694
Compensated absences	877,923	52,586	199,293	731,216	135,583
<b>Total</b>	<b>\$ 3,890,586</b>	<b>\$ 666,239</b>	<b>\$ 539,411</b>	<b>\$ 4,017,414</b>	<b>\$ 433,744</b>

Business-type Activities:	Beginning			Ending Balance	Current Portion of Balance
	Balance	Increases	Decreases		
Notes from direct placements	\$ -	\$ 226,172	\$ 6,032	\$ 220,140	\$ 36,912
Net pension liability (LGERS)	84,517	12,810	-	97,327	-
Total OPEB liability	19,596	98	-	19,694	-
Compensated absences	7,177	-	1,837	5,340	1,068
<b>Total</b>	<b>\$ 111,290</b>	<b>\$ 239,080</b>	<b>\$ 7,869</b>	<b>\$ 342,501</b>	<b>\$ 37,980</b>

Reference page 56-58 of  
the Audit Report

# Analysis of Current Tax Levy

Item IV - a.

	Town-wide		Total Levy	
	Property Valuation	Amount of Levy	Property	excluding
			Registered Motor Vehicles	Registered Motor Vehicles
Original levy:				
Property taxed at current year's rate	\$ 675,311,714	0.35	\$ 2,363,591	\$ 2,363,591    \$ -
Registered motor vehicles taxed at current rate	65,458,571	0.35	229,105	-    229,105
Total property valuation	<u>\$ 740,770,286</u>			
Net levy			\$ 2,592,696	\$ 2,363,591    \$ 229,105
Unpaid (by taxpayer) at June 30, 2025			(36,960)	(36,960)    -
Current year's taxes collected			<u>\$ 2,555,736</u>	<u>\$ 2,326,631</u> <u>\$ 229,105</u>
Current levy collection percentage			<u>98.57%</u>	<u>98.44%</u> <u>100.00%</u>

Reference page 91 of  
the Audit Report

# **Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with “Government Auditing Standards”**

Item IV - a.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Swansboro, North Carolina's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Reference page 111 of the Audit Report

# **ANNUAL COMPREHENSIVE FINANCIAL REPORT**

**TOWN OF SWANSBORO  
SWANSBORO, NORTH CAROLINA**

**FOR THE FISCAL YEAR ENDED**



**JUNE 30, 2025**

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**Town of Swansboro  
Swansboro, North Carolina**

**Board of Commissioners**

William Justice, Mayor  
Jeff Conaway, Mayor Pro Tem  
Douglas Eckendorf  
Joseph Brown  
Patricia Turner  
Tamara Pieratti

**Administrative Staff**

Jonathan Barlow, Town Manager  
Sonia Johnson, Finance Director

Prepared by the Finance Department

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**Town of Swansboro, North Carolina**  
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**June 30, 2025**

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## **INTRODUCTORY SECTION**

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- Letter of Transmittal
- Organizational Chart
- List of Principal Officials
- GFOA Certificate of Achievement for Excellence in Financial Reporting, June 30, 2024

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• Friendly City by the Sea •  
Established 1783

[www.swansboro-nc.org](http://www.swansboro-nc.org)

December 31, 2025

The Honorable Mayor Pro Tem, Members of the Board of Commissioners, and the Citizens of the Town of Swansboro, North Carolina:

The Town of Swansboro is pleased to submit its Annual Comprehensive Financial Report (ACFR) for the year ended June 30, 2025. This report consists of management's representations concerning the financial condition of the Town of Swansboro. Consequently, management assumes full responsibility for the completeness and reliability of the information contained in this report.

Board of Commissioners

William Justice  
*Mayor*

Jeffrey Conaway  
*Mayor Pro Tem*

Douglas Eckendorf  
*Commissioner*

Tamara Pieratti  
*Commissioner*

Wayne Herbert  
*Commissioner*

Timothy Vannoy  
*Commissioner*

To provide a reasonable basis for making these representations, management of the Town of Swansboro has established a comprehensive internal control framework that is designed to protect the government's assets from loss, theft, or unauthorized use and to compile reliable information for the preparation of the Town's financial statements in conformity with generally accepted accounting principles. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute assurance that the financial statements are free of any material misstatements.

The Management Discussion and Analysis (MD&A) immediately follows the independent auditor's report and provides a narrative introduction, overview, and analysis of the basic financial statements. The MD&A complements this letter of transmittal and should be read in conjunction with it.

The Town's financial statements and supplemental schedules contained herein have been audited by the independent certified public accounting of Gregory T. Redman, CPA. All disclosures necessary for the reader to gain an understanding of the Town's financial affairs are included. An examination of the financial data together with an evaluation of its presentation, allowed the independent auditors to conclude with an unqualified opinion that the financial statements present fairly, in conformity with generally accepted accounting principles and in all material respects, the financial position and activities of all Town funds. The Independent Auditor's Report may be viewed in the first portion of the financial section of this report.

Town Manager

Jon Barlow  
[tnmgr@ci.swansboro.nc.us](mailto:tnmgr@ci.swansboro.nc.us)

Town Clerk

Alissa A. Fender, MMC  
[afender@ci.swansboro.nc.us](mailto:afender@ci.swansboro.nc.us)

## PROFILE OF THE GOVERNMENT

The Town of Swansboro is a coastal bedroom community located in the extreme eastern part of Onslow County along the White Oak River and Intracoastal Waterway. With an estimated population of 4,179 in 2025, per the NC State Demographer, Swansboro is not just another location with a potential for growth, but a unique and quaint community with a strong background, a rich history, and a healthy economy.

Once the site of an Algonquian Indian village, Swansboro was first established by European settlers moving south from New England around 1730 and was incorporated as a town in 1783. Originally a community whose economy was based on the shipping of timber products, boat-building, and commercial fishing, Swansboro is now a largely suburban community whose residents work mostly in the Jacksonville metropolitan area, on the nearby military base, in local retail businesses, in the construction industry, and in tourism-related businesses.

The Town of Swansboro operates under the council-manager form of government. The Board of Commissioners is comprised of a Mayor and five commissioners, who serve four-year staggered terms with the lowest vote recipient serving a two-year term. All are elected on a non-partisan basis. The Board of Commissioners is the policy-making and legislative authority of the Town and is responsible for adopting the annual budget, enacting ordinances, appointing members to various boards, and approving zoning and planning issues. The Town Manager is responsible for implementing Board policies and Town Ordinances, managing daily operations, and appointing department directors.

The Town of Swansboro provides a full range of services to its citizens that includes police and fire protection, emergency management, community planning, code enforcement, street, sidewalk, and drainage maintenance, sanitation, parks and recreation and various other services associated with the administration of the town. In late 2006 and early 2007, the Town, which had originally operated its own water and sewer department, entered into capital lease and operating agreements with the Onslow Water and Sewer Authority (ONWASA), for provision of these services.

The Town has maintained and regularly updated comprehensive community plans and has officially adopted plans on record. These include land use, bicycle, transportation, parks and recreation, waterfront access and development, gateway corridor, watershed, and downtown redevelopment.

In accordance with state law, the Town's budget is prepared on the modified accrual basis, and its accounting records are also maintained on that basis. Under modified accrual accounting, revenues are recorded when they are both measurable and available. Expenditures are recorded when a liability is incurred, except for interest on long-term debt and accrued vacation benefits. Expenditures may not legally exceed appropriations without the approval of the governing body. Budgetary control is maintained at the department level for all annually budgeted funds and at the project level for capital project funds.

All governmental funds, including the General Fund, Stormwater Enterprise Fund, and Solid Waste Fund are appropriated on an annual basis. Capital project funds, however, are appropriated for the life of the capital project. The Board of Commissioners is required to adopt a final, balanced budget no later than July 1. This annual budget serves as the foundation for the Town's financial planning and control. The budget is prepared by fund and department. The Town Manager is authorized by the budget ordinance to make certain intra-fund transfers and to make some transfers from the capital reserve fund.

## LOCAL ECONOMY

Located in Onslow County, home of the 2<sup>nd</sup> Marine Expeditionary Force (II MEF), Swansboro enjoys a very stable business climate supported by military families and base expenditures. The Town's population continues to increase as it has over the past few years. The most recently reported unemployment rate in Onslow County was 4.10%, slightly higher than the state average of 3.7%. From July 2024 through June 2025, the Town issued 463 building permits.

## LONG TERM FINANCIAL PLANNING

The Town has completed multiple capital projects, in recent years, including the \$337,816 Town Hall renovation project, the \$294,631 Port O'Swannsborough public marina, \$66,000 Safe Routes to Schools sidewalk project. The Town has also made significant improvements to its Municipal Park, Old Town Hall, and Public Safety Building. These include a \$75,000 playground project, an exercise trail, a skatepark facility, renovations to the Concession Stand, a new \$754,523 Recreation Center, kayak launch, boardwalk & walkway at Bicentennial Park, \$273,652 for an inclusive playground at Municipal Park, \$560,992 renovations to the Public Safety Building, \$231,670 for Sleeping Quarters at the Public Safety Building, \$116,634 for sidewalk additions along NC 24, Old Hammocks Road, and Hammocks Beach Road, and \$75,917 for the Walnut Street Retrofit project, and \$384,085 for Swansboro Bicentennial Park Boardwalk Extension. Overall, the Town's net capital assets have risen from \$5,913,025 in 2016 to \$7,083,447 in 2025.

During the same period (2016-2025), the Town's outstanding debt decreased by 21% (from \$1,219,164 to \$964,316), its debt per capita has decreased by 45% (from \$415 to \$231), and its legal debt margin has increased by 75% (from \$33 million to \$58 million).

The Town has several capital projects still budgeted and/or underway, including more sidewalk construction, Emmerton School Repairs, Stormwater Master Plan, and the Emergency Operations Center/Public Safety Building Project.

In FY 2017-2018, the Town developed the Town's first Capital Improvement Plan (CIP). The CIP is a planning and budget tool which addresses the repair and replacement of existing infrastructure as well as the construction or acquisition of new facilities and equipment to accommodate current and future demands for service. The CIP was deferred for three years; however, it was re-introduced in FY 2022/2023. The Town's unassigned fund balance was \$3,673,757 on June 30, 2025.

## FINANCIAL POLICIES

Despite the financial difficulties suffered by many other local governments during the recession, the Town has worked to become operationally leaner and financially stronger. Its improvements in financial condition are based on the following tenets of budgeting and financial planning:

- Budgets are based on specific goals and objectives previously identified by the governing board.
- In decisions relating to capital expenditures, emphasis is placed on the strategic use of funds for community improvements that will have lasting value for the quality of life in the community.
- Pursuit of cost savings in municipal operations is a constant objective of management.

- Funding from other, non-local sources (grants, donations, and partnerships) has been pursued to help accomplish previously identified goals.
  - \$1,065,724 made available through the Coronavirus Local Fiscal Recovery Fund for general governmental services to include but not limited to maintenance & repairs to Town facilities, equipment, improvements to parks, and vehicles.
  - \$9,100,000 made available through the State Construction and Infrastructure Fund (SCIF) for an Emergency Operations Center/Public Safety Building (\$9,000,000) and sidewalks (\$100,000).
  - \$424,000 made available through the North Carolina Department of Natural and Cultural Resources for Emmerton School Repairs.
  - \$400,000 made available through the State Fiscal Recovery Fund, the North Carolina Department of Environmental Quality has offered LASII ARPA funding for stormwater planning.
  - \$142,350 available through North Carolina Department of Environmental Quality for the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks.
- Capital reserve budgeting has been significantly increased through the Capital Improvement Plan to anticipate and prepare for future major expenditures.

## AWARDS

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Town of Swansboro for its Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2024. This is the 29th consecutive year that the government has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized Annual Comprehensive Financial Report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current Annual Comprehensive Financial Report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

## ACKNOWLEDGEMENTS

The preparation of this Annual Comprehensive Financial Report could not have been accomplished without the hard work and dedication of the employees of the Finance Department and the Department Heads. Each of them has our sincerest thanks.

In closing, appreciation is extended to the Mayor and Town Commissioners for the encouragement, assistance, and stewardship of public funds that they have provided. The community owes the significant progress being made in public facilities, public safety, and services and the steady improvements in the Town's financial condition to their support of strong financial planning and management.

Respectively submitted,



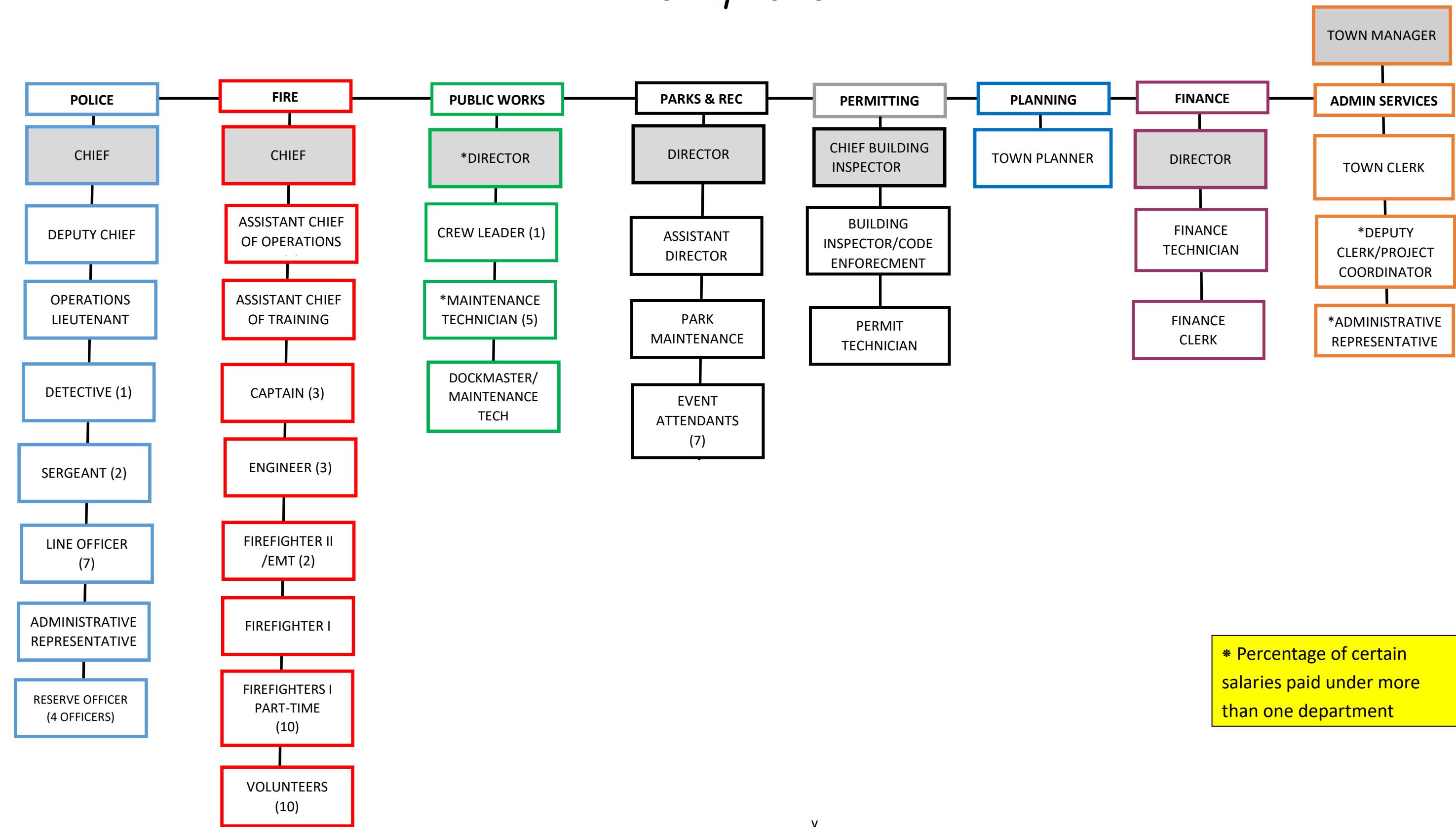
Jonathan R. Barlow  
Town Manager



Sonia Johnson  
Finance Director

# Organizational Chart

## 2024/2025



**TOWN OF SWANSBORO, NORTH CAROLINA**  
**LIST OF PRINCIPAL OFFICIALS**  
**JUNE 30, 2025**

Elected Officials

Mayor	William Justice
Mayor Pro-Tem	Jeffrey Conaway
Commissioner	Douglas Eckendorf
Commissioner	Joseph Brown
Commissioner	Patricia Turner
Commissioner	Tamara Pieratti

Appointed Officials

Town Attorney	Cauley Pridgen PA
Town Manager	Jonathan Barlow
Town Clerk	Alissa Fender
Finance Director	Sonia Johnson
Police Chief	Thomas Taylor
Fire Chief	Jacob Randall
Public Works Director	Gerald Bates
Town Planner	Rebecca Brehmer
Parks & Recreation Director	Anna Stanley



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Town of Swansboro  
North Carolina**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2024

*Christopher P. Monell*

Executive Director/CEO

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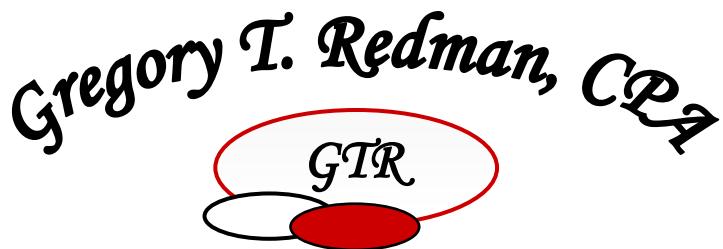
## **FINANCIAL SECTION**

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- Independent Auditor's Report
- Management's Discussion and Analysis
- Basic Financial Statements
- Notes to the Financial Statements
- Required Supplement Financial Data

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Item IV - a.

Member  
North Carolina Association of  
Certified Public Accountants

Member  
American Institute of  
Certified Public Accountants

### Independent Auditor's Report

To the Honorable Mayor and  
Members of the Board of Commissioners  
Swansboro, North Carolina

#### Report on the Audit of Financial Statements

##### *Opinion*

I have audited the accompanying financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of Town of Swansboro, North Carolina as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise Town of Swansboro, North Carolina's basic financial statements as listed in the table of contents.

In my opinion, based on my audit, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund, the discretely presented component unit, and the aggregate remaining fund information of Town of Swansboro, North Carolina as of June 30, 2025, and the respective changes in financial position, cash flows, and budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

##### *Basis for Opinion*

I conducted my audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of the Town of Swansboro, North Carolina and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### Responsibilities of Management for the Audit of the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Town of Swansboro, North Carolina's ability to continue as a going concern for the twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

*Auditor's Responsibilities for the Audit of the Financial Statements*

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, I:

- Exercised professional judgment and maintained professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Town of Swansboro, North Carolina's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in my judgment, there are conditions or events considered in the aggregate that raise substantial doubt about the Town of Swansboro, North Carolina's ability to continue as a going concern for a reasonable period of time.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that I identified during the audit.

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis Other Postemployment Benefits' Schedules of Changes in Total OPEB Liability and Related Ratios, Local Government Employees' Retirement System's Schedules of the Proportionate Share of the Net Pension Liability and Contributions, the Law Enforcement Officers' Special Separation Allowance Schedules of the Changes in Total Pension Liability, and Total Pension Liability as a Percentage of Covered Payroll be presented to supplement the basic financial statements. Such

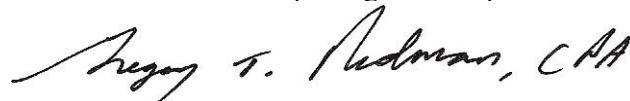
information is the responsibility of management, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consist of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

#### Supplementary Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Swansboro, North Carolina's basic financial statements. The combining and individual fund financial statements, budgetary schedules, and other schedules are presented purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, based on my audit the procedures performed as described above, the combining and individual fund financial statements, budgetary schedules, and other schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

#### Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued my report dated November 22, 2025, on my consideration of the Town of Swansboro, North Carolina's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Swansboro, North Carolina's internal control over financial reporting and compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Swansboro, North Carolina's internal control over financial reporting and compliance.



Tarboro, North Carolina  
November 22, 2025

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## **Management's Discussion and Analysis**

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## Management's Discussion and Analysis

As management of the Town of Swansboro, we offer readers of the Town of Swansboro's financial statements this narrative overview and analysis of the financial activities of the Town of Swansboro for the fiscal year ended June 30, 2025. We encourage readers to read the information presented here in conjunction with additional information that we have furnished in the Town's financial statements, which follow this narrative.

### Financial Highlights

Highlights of the Town's fiscal year ended June 30, 2025 include:

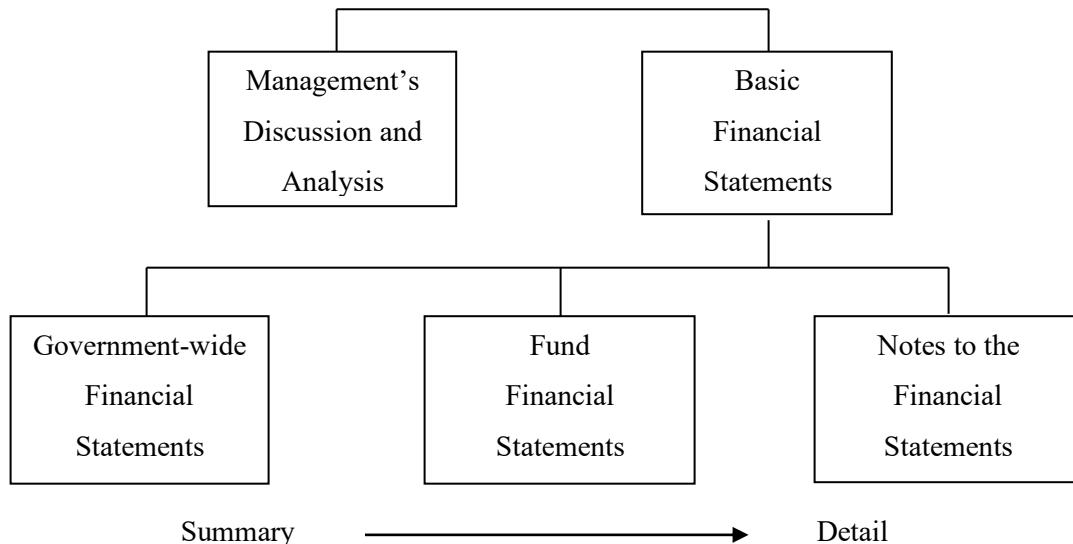
- The assets and deferred outflows of resources of the Town of Swansboro exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$11,139,228 (*net position*)
- The government's total net position increased by \$624,456.
- As of the close of the current fiscal year, the Town of Swansboro's governmental funds reported combined ending fund balances of \$6,393,830, an increase of \$309,095 in comparison with the prior year. Approximately 57 percent of this total amount, or \$3,673,757 is unassigned and available for spending at the government's discretion.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$3,673,757, or 56 percent of total general fund expenditures for the fiscal year.
- Property and sales taxes are the two largest sources of revenues within the Town's governmental fund.
- The Town has achieved the Certificate of Achievement for Excellence in Financial Reporting for the 29th consecutive year.

### Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Town of Swansboro's basic financial statements. The Town's basic financial statements consist of three components; 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements (see Figure 1). The basic financial statements present two different views of the Town through the use of government-wide statements and fund financial statements. In addition to the basic financial statements, this report contains other supplemental information that will enhance the reader's understanding of the financial condition of the Town of Swansboro.

Management Discussion and Analysis  
Town of Swansboro

### Required Components of Annual Financial Report



#### Basic Financial Statements

The first two statements (Exhibits 1 and 2) in the basic financial statements are the **Government-wide Financial Statements**. They provide both short and long-term information about the Town's financial status.

The next statements (Exhibits 3 through 5-A) are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the Town's government. These statements provide more detail than the government-wide statements. There are three parts to the Fund Financial Statements: 1) the governmental funds statements; 2) the budgetary comparison statements; and 3) the proprietary fund statements.

The next section of the basic financial statements is the **Notes**. The notes to the financial statements explain in detail some of the data contained in those statements. After the notes, supplemental information is provided about the Net Pension Liability, Law Enforcement Officer's Special Separation Allowance, and the Town's Health Care Plan. A section follows to show details about the Town's individual funds. Budgetary information required by the North Carolina General Statutes also can be found in this part of the statements.

#### Government-wide Financial Statements

The government-wide financial statements are designed to provide the reader with a broad overview of the Town's finances, similar in format to a financial statement of a private-sector business. The government-wide statements provide short and long-term information about the Town's financial status as a whole.

## Management Discussion and Analysis

### Town of Swansboro

The two government-wide statements report the Town's net position and how it has changed. Net position is the difference between the Town's total assets and deferred outflows of resources and total liabilities and deferred inflows of resources. Measuring net position is one way to gauge the Town's financial condition.

The government-wide statements are divided into three categories: 1) governmental activities and 2) business-type activities; and 3) component units. The governmental activities include most of the Town's basic services such as public safety, parks and recreation, and general administration. Property taxes, other taxes, and intergovernmental revenues principally support these activities. The business-type activities are those that the Town charges customers to provide. These include stormwater and solid waste services offered by the Town of Swansboro. The final category is the component unit. Although legally separate from the Town, the Swansboro Tourism Development Authority is important to the Town. The Town exercises control over the Authority by appointing its members and the Town is responsible for the collection and accounting of all funds remitted to or disbursed by the Authority.

The government-wide financial statements are on Exhibits 1 and 2 of this report.

### Fund Financial Statements

The fund financial statements (see Figure 1) provide a more detailed look at the Town's most significant activities. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Swansboro, like all other governmental entities in North Carolina, uses fund accounting to ensure and reflect compliance (or non-compliance) with finance-related legal requirements, such as the General Statutes or the Town's budget ordinance. All of the funds of the Town of Swansboro can be divided into two categories: governmental funds and proprietary funds.

**Governmental Funds** – Governmental funds are used to account for those functions reported as governmental activities in the government-wide financial statements. Most of the Town's basic services are accounted for in governmental funds. These funds focus on how assets can readily be converted into cash flow in and out, and what monies are left at year-end that will be available for spending in the next year. Governmental funds are reported using an accounting method called *modified accrual accounting* that provides a short-term spending focus. As a result, the governmental fund financial statements give the reader a detailed short-term view that helps him or her determine if there are more or less financial resources available to finance the Town's programs. The relationship between government activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is described in a reconciliation that is a part of the fund financial statements.

## Management Discussion and Analysis Town of Swansboro

The Town of Swansboro adopts an annual budget for its General Fund, as required by the General Statutes. The budget is a legally adopted document that incorporates input from the citizens of the Town, the management of the Town, and the decisions of the Board about which services to provide and how to pay for them. It also authorizes the Town to obtain funds from identified sources to finance these current period activities. The budgetary statement provided for the General Fund demonstrates how well the Town complied with the budget ordinance and whether or not the Town succeeded in providing the services as planned when the budget was adopted. The budgetary comparison statement uses the budgetary basis of accounting and is presented using the same format, language, and classifications as the legal budget document. The statement shows four columns: 1) the original budget as adopted by the board; 2) the final budget as amended by the board; 3) the actual resources, charges to appropriations, and ending balances in the General Fund; and 4) the difference or variance between the final budget and the actual resources and charges. Because the Town's budgetary basis of accounting does not differ from the modified accrual basis used in the funds statements, reconciliation is not necessary at the end of the statement.

**Proprietary Funds** – The Town of Swansboro has one proprietary fund. *Enterprise Funds* are used to report the same functions presented as business-type activities in the government-wide financial statements. Town of Swansboro uses enterprise funds to account for its stormwater and solid waste activity operations. This fund is the same as those functions shown in the business-type activities in the Statement of Net Position and the Statement of Activities.

**Notes to the Financial Statements** – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements are on pages 26-61 of this report.

**Other Information** – In addition to the basic financial statements and accompanying notes, this report includes certain required supplementary information concerning the Town of Swansboro's progress in funding its obligation to provide pension benefits to its employees. Required supplementary information can be found beginning on page 62-66 of this report.

**Interdependence with Other Entities** – The Town depends on financial resources flowing from, or associated with, both the Federal Government and the State of North Carolina. Because of this dependency, the Town is subject to changes in specific flows of intergovernmental revenues based on modifications to Federal and State laws and Federal and State appropriations. It is also subject to changes in investment earnings and asset values associated with U.S. Treasury Securities because of actions by foreign governments and other holders of publicly held U.S. Treasury Securities.

Management Discussion and Analysis  
Town of Swansboro

**Government-Wide Financial Analysis**

**Town of Swansboro's Net Position**  
**Figure 2**

	Governmental		Business-type		Total	
	Activities	2025	Activities	2024	2025	2024
Current and other assets		\$ 16,636,069	\$ 12,971,453	\$ 649,899	\$ 555,652	\$ 17,285,968
Capital and other noncurrent assets		7,083,447	6,367,716	352,845	167,386	7,436,292
Total assets		<u>\$ 23,719,516</u>	<u>\$ 19,339,169</u>	<u>\$ 1,002,744</u>	<u>\$ 723,038</u>	<u>\$ 24,722,260</u>
Deferred outflows of resources		\$ 1,021,083	\$ 1,140,649	\$ 58,872	\$ 59,068	\$ 1,079,955
Long-term liabilities		\$ 3,583,670	\$ 2,753,805	\$ 304,521	\$ 108,780	\$ 3,888,191
Other liabilities		10,317,841	7,084,582	100,495	40,139	10,418,336
Total liabilities		<u>\$ 13,901,511</u>	<u>\$ 9,838,387</u>	<u>\$ 405,016</u>	<u>\$ 148,919</u>	<u>\$ 14,306,527</u>
Deferred inflows of resources		\$ 332,228	\$ 730,982	\$ 24,232	\$ 28,864	\$ 356,460
Net position:						
Net investment in capital assets		\$ 6,119,131	\$ 5,413,142	\$ 132,705	\$ 167,386	\$ 6,251,836
Restricted		1,946,419	1,508,845	-	-	1,946,419
Unrestricted		2,441,310	2,988,462	499,663	436,937	2,940,973
Total net position		<u>\$ 10,506,860</u>	<u>\$ 9,910,449</u>	<u>\$ 632,368</u>	<u>\$ 604,323</u>	<u>\$ 11,139,228</u>
						<u>\$ 10,514,772</u>

As noted earlier, net position may serve over time as one useful indicator of a government's financial condition. The assets of the Town of Swansboro's government-wide activities exceeded its liabilities and deferred inflows by \$11,139,228 as of June 30, 2025.

The Town's net position increased by \$624,456 for the fiscal year ended June 30, 2025. The Town of Swansboro uses capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town of Swansboro's net investment in its capital assets is reported net of the outstanding related debt, the resources needed to repay that debt must be provided by other sources, since the capital assets cannot be used to liquidate these liabilities. An additional portion of the Town of Swansboro's net position, \$1,946,419, represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$2,940,973 is unrestricted.

Several particular aspects of the Town's financial operations positively influenced the total unrestricted governmental net position:

- Continued diligence by Onslow County in the collection of property taxes, achieving a tax collection rate of 98.57%.
- Continued success with the combined method of sales tax distribution, ad valorem and per capita which enhances our sales tax revenue.
- Due diligence in operational spending.

Management Discussion and Analysis  
Town of Swansboro

**Changes in net position-** The following table presents the Town's changes in net position for the fiscal year ended June 30, 2025:

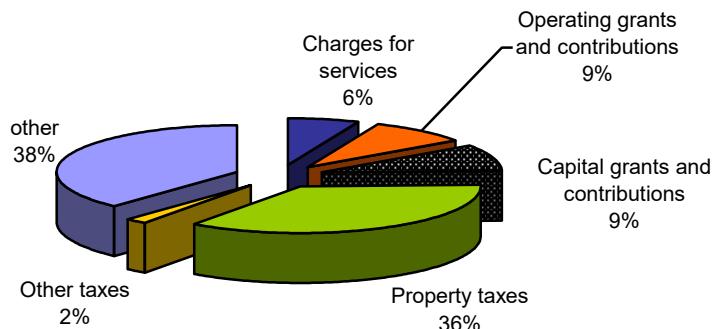
**Town of Swansboro Changes in Net Position**  
**Figure 3**

	Governmental Activities		Business-type Activities		Total	
	2025	2024	2025	2024	2025	2024
<b>Revenues:</b>						
Program revenues:						
Charges for services	\$ 456,488	\$ 433,431	\$ 644,504	\$ 672,467	\$ 1,100,992	\$ 1,105,898
Operating grants and contributions	650,528	618,520	-	-	650,528	618,520
Capital grants and contributions	674,016	232,289	-	-	674,016	232,289
General revenues:						
Property taxes	2,589,628	2,558,431	-	-	2,589,628	2,558,431
Other taxes	123,191	121,780	-	-	123,191	121,780
Grants and contributions not restricted to specific programs	1,979,668	1,869,631	-	-	1,979,668	1,869,631
Unrestricted investment earnings	653,938	477,271	-	-	653,938	477,271
General services	142,451	73,295	-	5,301	142,451	78,596
<b>Total revenues</b>	<b>\$ 7,269,908</b>	<b>\$ 6,384,648</b>	<b>\$ 644,504</b>	<b>\$ 677,768</b>	<b>\$ 7,914,412</b>	<b>\$ 7,062,416</b>
<b>Expenses:</b>						
General government	\$ 1,287,661	\$ 1,154,304	\$ -	\$ -	\$ 1,287,661	\$ 1,154,304
Public safety	3,153,461	2,778,620	-	-	3,153,461	2,778,620
Transportation	525,791	318,865	-	-	525,791	318,865
Economic development	220,064	657,323	-	-	220,064	657,323
Environmental protection	-	-	-	-	-	-
Cultural and recreation	416,088	402,106	-	-	416,088	402,106
Other	293,493	354,879	-	-	293,493	354,879
Interest on long-term debt	24,032	5,732	-	-	24,032	5,732
Stormwater	-	-	133,537	119,772	133,537	119,772
Solid Waste	-	-	482,922	478,621	482,922	478,621
<b>Total expenses</b>	<b>\$ 5,920,590</b>	<b>\$ 5,671,829</b>	<b>\$ 616,459</b>	<b>\$ 598,393</b>	<b>\$ 6,537,049</b>	<b>\$ 6,270,222</b>
<b>Increase in net position before transfers and special items</b>						
Transfers and special items						
Increase in net position	\$ 1,349,318	\$ 712,819	\$ 28,045	\$ 79,375	\$ 1,377,363	\$ 792,194
Net position, July 1	9,910,449	9,197,630	604,323	524,948	10,514,772	9,722,578
Change in Accounting Principle (GASB 101)	(752,907)	-	-	-	(752,907)	-
Net position-beginning, restated	9,157,542	-	604,323	-	9,761,865	-
<b>Net position, June 30</b>	<b>\$ 10,506,860</b>	<b>\$ 9,910,449</b>	<b>\$ 632,368</b>	<b>\$ 604,323</b>	<b>\$ 11,139,228</b>	<b>\$ 10,514,772</b>

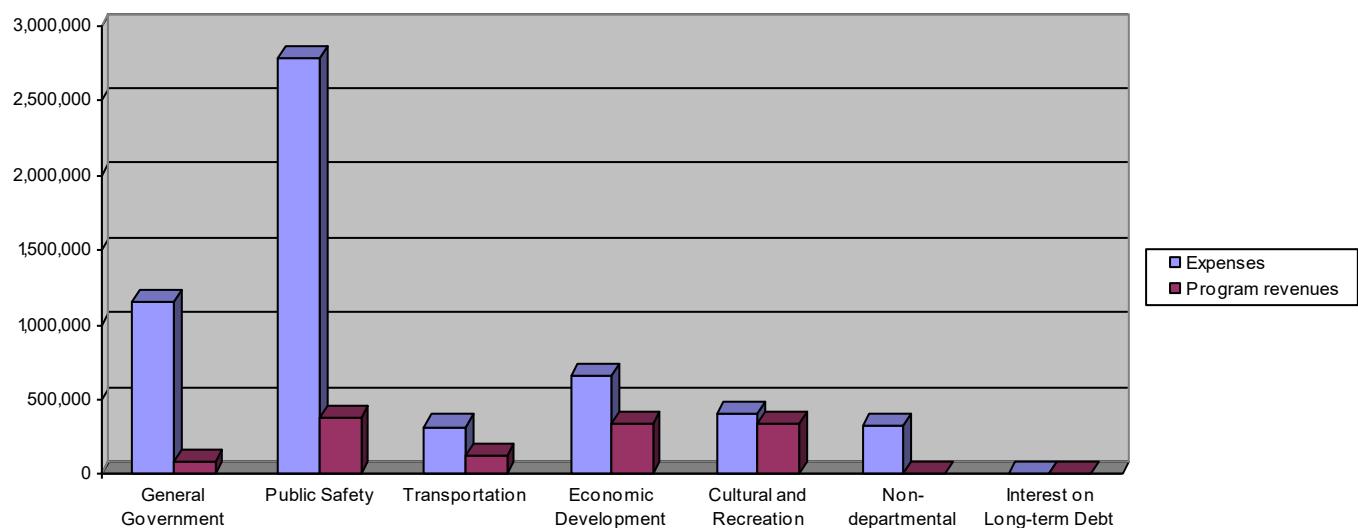
Management Discussion and Analysis  
Town of Swansboro

## Governmental Activities

### Revenues by Source – Governmental Activities



### Expenses and Program Revenues – Governmental Activities



Total government-wide revenues were primarily derived from property taxes, other taxes, and grants and contributions not restricted to specific programs.

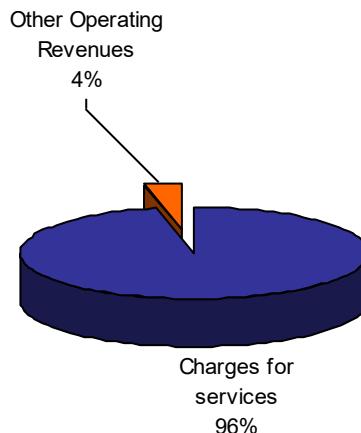
The total expenses of all programs cover a range of services, primarily public safety and general government.

Governmental activities increased the Town's net position by \$624,456.

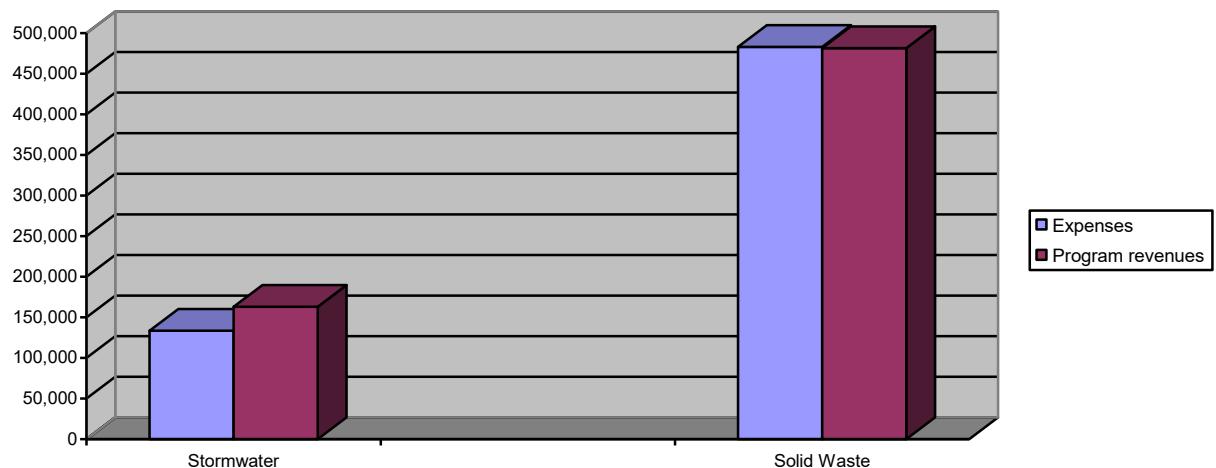
Management Discussion and Analysis  
Town of Swansboro

**Business-type Activities**

**Revenues by Source – Business-type Activities**



**Expenses and Program Revenues – Business-type Activities**



Revenues from the business-type activities were derived from charges for services.

Expenses were mainly due to general operational costs for stormwater and solid waste.

Business-type activities increased the Town's net position by \$28,045.

Management Discussion and Analysis  
Town of Swansboro

## Financial Analysis of the Town's Funds

As noted earlier, the Town of Swansboro uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental Funds:** The focus of the Town of Swansboro's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town of Swansboro, North Carolina's financing requirements.

The general fund is the chief operating fund of the Town of Swansboro. At the end of the current fiscal year, the Town of Swansboro's fund balance available in the General Fund was \$3,673,757, while the total fund balance reached \$6,393,830. The State Capital Infrastructure Fund (SCIF) had total revenues of \$400,459 and expenditures of \$18,805. The change in fund balance in the SCIF Fund is primarily attributable to investment earnings which totaled \$381,092, representing approximately 95% total revenues of \$400,459. The current SCIF fund balance for the fiscal year is \$556,648. As a measure of the general fund's liquidity, fund balance was calculated in accordance with North Carolina General Statute 159-8(a). The Town currently has an available fund balance of 56% of general fund expenditures, while total fund balance represents 76% of the same amount.

At June 30, 2025, the governmental funds of Town of Swansboro reported a combined fund balance of \$6,393,830, a 5% increase from last year. The increase is associated with higher than anticipated sales tax collections for 4% of total revenues while investment earnings contributed 2% of total revenues, both exceeding budget expectations. These positive variances helped offset other revenues that were lower than anticipated, as well as savings from vacancies and other expenditure reductions throughout departments.

**Proprietary Funds:** The Town's proprietary fund provides the same type of information found in the government-wide statements but in more detail. The increase in net position is attributed to stormwater charges for services exceeded operating costs by approximately 5%. As of fiscal year-end, the unrestricted net position of the Stormwater and Solid Waste Fund totaled \$499,663.

**General Fund Budgetary Highlights:** During the fiscal year, the Town revised the budget on several occasions. Generally, budget amendments fall into one of three categories: 1) amendments made to adjust the estimates that are used to prepare the original budget ordinance once exact information is available; 2) amendments made to recognize new funding amounts from external sources, such as Federal and State grants; and 3) increases in appropriations that become necessary to maintain services. Key differences between original and the final budget are as follows:

- Governing Body-\$23,400-outside contributions
- Admin Services-\$2,500-UDO codification
- Legal-\$4,000-legal fees
- Public Buildings-\$92,800/capital outlay, professional services-Visitor Center

Management Discussion and Analysis  
Town of Swansboro

- Fire-\$243,816-personnel costs/reappropriation for equipment
- Permitting-\$60,014-capital outlay/realignment-personnel costs
- Police-\$97,160-patrol vehicle
- Public Works Streets-\$253,256-capital outlay
- Powell Bill Streets-\$75,079-repair/maintenance of streets
- Parks & Recreation-\$12,701-park equipment repairs/events
- Church Street Dock/Visitor Center-\$1,900-dock repairs
- Emergency Management-\$4,858-reappropriation for supplies
- Non-Departmental-\$81,612-transfer to Capital Reserve Fund and Swansboro Bicentennial Park Boardwalk Extension project

*Stormwater Enterprise Fund*

- \$11,325-stormwater repairs

*Transfer to Capital Reserve*

- Non-Departmental-\$10,600- sidewalks.

*Transfer to Swansboro Bicentennial Boardwalk Extension*

- \$67,900-increase construction costs

**Capital Asset and Debt Administration**

**Capital assets.** The Town of Swansboro's investment in capital assets for its governmental and business-type activities as of June 30, 2025, totals \$7,436,292 (net of accumulated depreciation). These assets include buildings, improvements other than buildings, land, machinery and equipment, and vehicles.

Major capital asset transactions during the year include the following additions:

- Fire-Self Contained Breathing Apparatus/(2) Chief Trucks-468,145
- Permitting-Chief Building Inspector Vehicle-\$29,818
- Police Interceptors & Body Worn Cameras-\$104,668
- Public Works-Carpet/Digital Sign/Cab Tractor/Dump Truck/Jet Vac & Tilt Camera-\$678,226
- Parks & Recreation-Renovations to Basketball Court & Parks-\$70,149
- Downtown Facilities-HVAC for Visitor Center-\$6,441

Management Discussion and Analysis  
Town of Swansboro

**Town of Swansboro's Capital Assets (net of depreciation)**  
**Figure 4**

	Governmental Activities		Business-type Activities		Total	
	2025	2024	2025	2024	2025	2024
Land	\$ 987,588	\$ 987,588	\$ -	\$ -	\$ 987,588	\$ 987,588
Buildings and systems	2,503,243	2,684,328	-	-	2,503,243	2,684,328
Improvements other than buildings	256,729	553,808	-	-	256,729	553,808
Machinery and equipment	724,665	153,823	352,845	167,386	1,077,510	321,209
Software	66,102	77,262	-	-	66,102	77,262
Vehicles and motorized equipment	1,285,448	544,804	-	-	1,285,448	544,804
Monuments	67,198	67,198	-	-	67,198	67,198
Infrastructure	1,192,474	1,298,905	-	-	1,192,474	1,298,905
Construction in progress	-	-	-	-	-	-
<b>Total</b>	<b>\$ 7,083,447</b>	<b>\$6,367,716</b>	<b>\$ 352,845</b>	<b>\$ 167,386</b>	<b>\$ 7,436,292</b>	<b>\$ 6,535,102</b>

Additional information on the Town's capital assets can be found in note III.A.4. of the Basic Financial Statements.

**Long-term Debt.** As of June 30, 2025, the Town of Swansboro had total debt outstanding of \$1,184,456.

**Town of Swansboro's Outstanding Debt**  
**Figure 5**

	Governmental Activities		Business-type Activities		Total	
	2025	2024	2025	2024	2025	2024
Installment notes	\$ 964,316	\$ 916,182	\$ 220,140	\$ -	\$ 1,184,456	\$ 916,182

The Town of Swansboro's total debt increased by \$268,274 during the past fiscal year.

SBITA obligations were fully paid during the fiscal year and, therefore, there is no balance due in the current year. Additional information on the Town's long-term debt can be found in note III.B.6. of the Basic Financial Statements.

**Economic Factors and Next Year's Budgets and Rates**

The following economic indicators reflect the growth and prosperity of the Town:

- Increase in property tax base due to increase in residential and business construction.
- Slight increase in funding received from Onslow County for Fire protection services.
- Increase in sales and use tax revenue.
- Current service levels maintained with the appropriation of fund balance.

## Management Discussion and Analysis Town of Swansboro

All of these factors were considered in preparing the Town of Swansboro's budget for the 2025-2026 fiscal year.

### **Budget Highlights for the Fiscal Year Ending June 30, 2026**

**Governmental Activities:** Property taxes, sales taxes, other tax revenues are expected to lead the increase in budgeted revenues. The Town will use these revenues to finance programs currently in place.

The Town has maintained its current service levels with the appropriation of the General Fund Balance.

The budget includes a stormwater and solid waste enterprise fund. This will eliminate further deterioration of the general fund and fund reserves to carry out these respective programs and services.

Budgeted expenditures in the General Fund are expected to decrease. The largest increments are in employee compensation, including funding compensation and benefits adjustments.

**Business-type Activities:** Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with the changes in service delivery costs as well as changes in methods or levels of service delivery.

### **Requests for Information**

This financial report is designed to provide an overview of the Town of Swansboro's finances for those with an interest in this area. Questions concerning any of the information found in this report or requests for additional information should be directed to the Town of Swansboro, Finance Director, 601 W. Corbett Avenue, Swansboro, NC 28584 or [sjohnson@ci.swansboro.nc.us](mailto:sjohnson@ci.swansboro.nc.us).

## **Basic Financial Statements**

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**Town of Swansboro, North Carolina**

**Statement of Net Position**

**June 30, 2025**

Item IV - a.

	Primary Government			Component Unit	
	Governmental Activities		Business-type Activities	Total	Swansboro
					Tourism
<b>Assets</b>					
Current Assets:					
Cash and cash equivalents	\$ 5,264,302	\$ 471,423	\$ 5,735,725	\$ 243,619	
Restricted cash	10,556,169	-	10,556,169	-	
Account interest receivable on taxes	11,796	-	11,796	-	
Taxes receivable (net)	63,598	-	63,598	-	
Deposits	-	-	-	-	50
Leases receivable	282,748	-	282,748	-	
Accounts receivable (net)	343,970	178,476	522,446	18,495	
Grants receivable	113,486	-	113,486	-	
Total Current Assets	<u>\$ 16,636,069</u>	<u>\$ 649,899</u>	<u>\$ 17,285,968</u>	<u>\$ 262,164</u>	
Non-current Assets:					
Capital Assets:					
Land and non-depreciable assets	1,054,786	-	1,054,786	-	
Depreciable assets, net	6,028,661	352,845	6,381,506	-	
Total Capital Assets	<u>\$ 7,083,447</u>	<u>\$ 352,845</u>	<u>\$ 7,436,292</u>	<u>\$ -</u>	
Total Assets	<u>\$ 23,719,516</u>	<u>\$ 1,002,744</u>	<u>\$ 24,722,260</u>	<u>\$ 262,164</u>	
<b>Deferred Outflows of Resources</b>					
Pension and OPEB deferrals	<u>\$ 1,021,083</u>	<u>\$ 58,872</u>	<u>\$ 1,079,955</u>	<u>\$ -</u>	
<b>Liabilities</b>					
Current Liabilities:					
Accounts payable	\$ 676,560	\$ 62,515	\$ 739,075	\$ 2,288	
Liabilities payable from restricted assets	9,009,589	-	9,009,589	-	
Other liabilities	197,948	-	197,948	-	
Current portion of long-term liabilities	433,744	37,980	471,724	-	
Total Current Liabilities	<u>\$ 10,317,841</u>	<u>\$ 100,495</u>	<u>\$ 10,418,336</u>	<u>\$ 2,288</u>	
Long-term liabilities:					
Due in more than one year	3,583,670	304,521	3,888,191	-	
Total Long-term Liabilities	<u>\$ 3,583,670</u>	<u>\$ 304,521</u>	<u>\$ 3,888,191</u>	<u>\$ -</u>	
Total Liabilities	<u>\$ 13,901,511</u>	<u>\$ 405,016</u>	<u>\$ 14,306,527</u>	<u>\$ 2,288</u>	
<b>Deferred Inflows of Resources</b>					
Pension and OPEB deferrals	\$ 49,480	\$ 24,232	\$ 73,712	\$ -	
Leases	282,748	-	282,748	-	
Total Deferred Inflows of Resources	<u>\$ 332,228</u>	<u>\$ 24,232</u>	<u>\$ 356,460</u>	<u>\$ -</u>	
<b>Net Position</b>					
Net investment in capital assets	\$ 6,119,131	\$ 132,705	\$ 6,251,836	\$ -	
Restricted for:					
Stabilization by State Statute	408,348	-	408,348	18,495	
Streets	133,665	-	133,665	-	
Capital improvements	1,404,406	-	1,404,406	-	
Unrestricted	2,441,310	499,663	2,940,973	241,381	
Total Net Position	<u>\$ 10,506,860</u>	<u>\$ 632,368</u>	<u>\$ 11,139,228</u>	<u>\$ 259,876</u>	

The notes to the financial statements are an integral part of this statement.

**Town of Swansboro, North Carolina**  
**Statement of Activities**  
**For the Year Ended June 30, 2025**

Item IV - a.

Functions/Programs	Program Revenues				Net (Expense) Revenue and Changes in Net Position			Component Unit Swansboro Tourism Development Authority	
					Primary Government				
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total		
<b>Primary Government:</b>									
Governmental Activities:									
General government	\$ 1,287,661	\$ 44,654	\$ 91,774	\$ -	\$ (1,151,233)	\$ -	\$ (1,151,233)		
Public safety	3,153,461	203,991	414,757	-	(2,534,713)	-	(2,534,713)		
Transportation	525,791	-	143,997	-	(381,794)	-	(381,794)		
Economic development	220,064	-	-	674,016	453,952	-	453,952		
Environmental protection	-	-	-	-	-	-	-		
Cultural and recreation	416,088	207,843	-	-	(208,245)	-	(208,245)		
General services	293,493	-	-	-	(293,493)	-	(293,493)		
Interest on long-term debt	24,032	-	-	-	(24,032)	-	(24,032)		
Total Governmental Activities	<u>\$ 5,920,590</u>	<u>\$ 456,488</u>	<u>\$ 650,528</u>	<u>\$ 674,016</u>	<u>\$ (4,139,558)</u>	<u>\$ -</u>	<u>\$ (4,139,558)</u>		
Business-type Activities:									
Stormwater	\$ 133,537	\$ 162,922	\$ -	\$ -	\$ -	\$ 29,385	\$ 29,385		
Solid waste	482,922	481,582	-	-	-	(1,340)	(1,340)		
Total business-type activities	<u>\$ 616,459</u>	<u>\$ 644,504</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28,045</u>	<u>\$ 28,045</u>		
Total Primary Government	<u><u>\$ 6,537,049</u></u>	<u><u>\$ 1,100,992</u></u>	<u><u>\$ 650,528</u></u>	<u><u>\$ 674,016</u></u>	<u><u>\$ (4,139,558)</u></u>	<u><u>\$ 28,045</u></u>	<u><u>\$ (4,111,513)</u></u>		
Component Unit:									
Swansboro Tourism Development Authority	<u><u>\$ 100,236</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>				<u><u>\$ 100,236</u></u>	
General Revenues:									
Taxes:									
Property taxes					\$ 2,589,628	\$ -	\$ 2,589,628	\$ -	
Other taxes					123,191	-	123,191	119,449	
Grants and contributions not restricted to specific programs					1,979,668	-	1,979,668	-	
Unrestricted investment earnings					653,938	-	653,938	-	
Miscellaneous					142,451	-	142,451	4,800	
Total General Revenues Not Including Transfers					<u>\$ 5,488,876</u>	<u>\$ -</u>	<u>\$ 5,488,876</u>	<u>\$ 124,249</u>	
Transfers					<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Total General Revenues and Transfers					<u><u>\$ 5,488,876</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 5,488,876</u></u>	<u><u>\$ 124,249</u></u>	
Change in Net Position					<u>1,349,318</u>	<u>28,045</u>	<u>1,377,363</u>	<u>24,013</u>	
Net position, beginning as previously reported					<u>9,910,449</u>	<u>604,323</u>	<u>10,514,772</u>	<u>235,863</u>	
Change in Accounting Principle (GASB 101)					<u>(752,907)</u>	<u>-</u>	<u>(752,907)</u>	<u>-</u>	
Net position, beginning as restated					<u>9,157,542</u>	<u>604,323</u>	<u>9,761,865</u>	<u>235,863</u>	
Net position, ending					<u><u>\$ 10,506,860</u></u>	<u><u>\$ 632,368</u></u>	<u><u>\$ 11,139,228</u></u>	<u><u>\$ 259,876</u></u>	

The notes to the financial statements are an integral part of this statement.

**Town of Swansboro, North Carolina**

Item IV - a.

**Balance Sheet**  
**Governmental Funds**  
**June 30, 2025**

	<b>Major Funds</b>	<b>Non-Major Funds</b>		
	<b>General Fund</b>	<b>State Capital Infrastructure Fund</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
<b>Assets</b>				
Cash and cash equivalents	\$ 5,264,302	\$ -	\$ -	\$ 5,264,302
Restricted cash	133,665	9,523,762	898,742	10,556,169
Receivables, net:				
Taxes	63,598	-	-	63,598
Accounts	343,970	-	-	343,970
Leases	282,748	-	-	282,748
Grants	64,378	-	49,108	113,486
Due from other funds	-	-	-	-
Total Assets	<u><u>\$ 6,152,661</u></u>	<u><u>\$ 9,523,762</u></u>	<u><u>\$ 947,850</u></u>	<u><u>\$ 16,624,273</u></u>
<b>Liabilities</b>				
Liabilities payable from restricted assets	\$ -	\$ 8,961,114	\$ 48,475	\$ 9,009,589
Accounts payable and accrued liabilities	618,943	6,000	51,617	676,560
Due to other funds	-	-	-	-
Other liabilities	197,948	-	-	197,948
Total Liabilities	<u><u>\$ 816,891</u></u>	<u><u>\$ 8,967,114</u></u>	<u><u>\$ 100,092</u></u>	<u><u>\$ 9,884,097</u></u>
<b>Deferred Inflows of Resources</b>				
Property taxes receivable	\$ 63,598	\$ -	\$ -	\$ 63,598
Leases	282,748	-	-	282,748
Total Deferred Inflows of Resources	<u><u>\$ 346,346</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 346,346</u></u>
<b>Fund Balances</b>				
Restricted:				
Stabilization by State Statute	\$ 408,348	\$ -	\$ -	\$ 408,348
Streets	133,665	-	-	133,665
Capital improvements	-	556,648	847,758	1,404,406
Assigned:				
Subsequent year's expenditures	773,654	-	-	773,654
Unassigned	3,673,757	-	-	3,673,757
Total Fund Balances	<u><u>\$ 4,989,424</u></u>	<u><u>\$ 556,648</u></u>	<u><u>\$ 847,758</u></u>	<u><u>\$ 6,393,830</u></u>
Total Liabilities, Deferred Inflows of Resources, And Fund Balances	<u><u>\$ 6,152,661</u></u>	<u><u>\$ 9,523,762</u></u>	<u><u>\$ 947,850</u></u>	<u><u>\$ 16,624,273</u></u>

The notes to the financial statements are an integral part of this statement.

**Town of Swansboro, North Carolina**  
**Reconciliation of the Balance Sheet of the**  
**Governmental Funds to the Statement of Net Position**  
**June 30, 2025**

Amounts reported for governmental activities in the Statement of the Net Position (Exhibit 1) are different because:

Total Fund Balance, Governmental Funds	\$ 6,393,830
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds:	
Gross capital assets at historical cost	11,992,200
Accumulated depreciation	<u>(4,908,753)</u>
Deferred outflows of resources related to pensions are not reported in the funds	
	1,021,083
Other long-term assets (accrued interest receivable from taxes) are not available to pay for current-period expenditures and therefore are inflows of resources in the funds.	
	11,796
Long-term liabilities used in governmental activities are not financial uses and therefore are not reported in the funds.	
	(4,017,414)
Earned revenue considered deferred inflows of resources in fund statements	63,598
Deferred inflows of resources related to pensions are not reported in the funds	<u>(49,480)</u>
Net Position of Governmental Activities	<u><u>\$ 10,506,860</u></u>

The notes to the financial statements are an integral part of this statement.

**Town of Swansboro, North Carolina**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Governmental Funds**  
**For the Year Ended June 30, 2025**

Item IV - a.

	<b>Major</b>		<b>Non-Major Funds</b>		<b>Total Governmental Funds</b>
	<b>General Fund</b>	<b>State Capital Infrastructure Fund</b>	<b>Other Governmental Funds</b>		
<b>Revenues</b>					
Ad valorem taxes	\$ 2,568,734	\$ -	\$ -	\$ -	\$ 2,568,734
Other taxes and licenses	123,191	-	-	-	123,191
Unrestricted intergovernmental	1,979,668	-	-	-	1,979,668
Restricted intergovernmental	650,528	19,367	654,649	-	1,324,544
Permits and fees	456,028	-	-	-	456,028
Sales and services	460	-	-	-	460
Investment earnings	272,846	381,092	-	-	653,938
Miscellaneous	108,192	-	-	-	108,192
Contributions	18,309	-	-	-	18,309
<b>Total Revenues</b>	<b>\$ 6,177,956</b>	<b>\$ 400,459</b>	<b>\$ 654,649</b>		<b>\$ 7,233,064</b>
<b>Expenditures</b>					
Current:					
General government	\$ 1,047,419	\$ -	\$ -	\$ -	\$ 1,047,419
Public safety	3,059,304	-	-	-	3,059,304
Transportation	1,072,453	-	-	-	1,072,453
Economic development	358,311	18,805	748,494	-	1,125,610
Cultural and recreational	327,350	-	-	-	327,350
General services	293,493	-	-	-	293,493
Debt service:					
Principal	340,118	-	-	-	340,118
Interest and other charges	24,032	-	-	-	24,032
<b>Total Expenditures</b>	<b>\$ 6,522,480</b>	<b>\$ 18,805</b>	<b>\$ 748,494</b>		<b>\$ 7,289,779</b>
Excess (Deficiency) Of Revenues Over Expenditures	<b>\$ (344,524)</b>	<b>\$ 381,654</b>	<b>\$ (93,845)</b>		<b>\$ (56,715)</b>
<b>Other Financing Sources (Uses)</b>					
Loan issuance	\$ 349,860	\$ -	\$ -	\$ -	\$ 349,860
Contribution from Swansboro Tourism				15,950	15,950
Transfers in:					
Capital projects	-	-	-	-	-
General fund	-	-	-	78,500	78,500
Transfers out:					
Capital projects	-	-	-	-	-
Other	(78,500)	-	-	-	(78,500)
<b>Total Other Financing Sources And Uses</b>	<b>\$ 271,360</b>	<b>\$ -</b>	<b>\$ 94,450</b>		<b>\$ 365,810</b>
Net Change In Fund Balance	\$ (73,164)	\$ 381,654	\$ 605	\$ -	\$ 309,095
Fund balances, beginning	5,062,588	174,994	847,153	-	6,084,735
Fund balances, ending	<b>\$ 4,989,424</b>	<b>\$ 556,648</b>	<b>\$ 847,758</b>		<b>\$ 6,393,830</b>

The notes to the financial statements are an integral part of this statement.

**Town of Swansboro, North Carolina**  
**Reconciliation of the Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance of Governmental Funds to the Statement of Activities**  
**For the Year Ended June 30, 2025**

Amounts reported for governmental activities in the Statement of the Net Position (Exhibit 1) are different because:

Net change in fund balances - governmental funds	\$ 309,095
--	------------

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

Capital outlay expenditures which were capitalized	\$ 1,893,347
Depreciation expense for governmental assets	<u>(429,782)</u>

Contributions to the pension plan in the current fiscal year are not included on the Statement of Activities	379,925
--	---------

Benefit payments paid for LEOSSA are not included on the Statement of Activities	-
--	---

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position. Also, governmental funds report the effect of issuance costs, premiums, discounts and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

New long-term debt issued	\$ (349,860)
Principal payments on long-term debt	<u>340,118</u>

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds:

Change in unavailable revenue for tax revenues	20,894
--	--------

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:

Compensated absences	(199,293)
Pension expense	(613,258)
Other postemployment benefits	<u>(1,868)</u>

Total Change in Net Position of Governmental Activities	<u><u>\$ 1,349,318</u></u>
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The notes to the financial statements are an integral part of this statement.

**Town of Swansboro, North Carolina**  
**General Fund**

E  
Item IV - a.

**Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual**  
**For the Fiscal Year Ended June 30, 2025**

	<b>General Fund</b>			<b>Variance With Final Budget</b>
	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	
	<b>Positive (Negative)</b>			
<b>Revenues</b>				
Ad valorem taxes	\$ 2,515,739	\$ 2,515,739	\$ 2,568,734	\$ 52,995
Other taxes and licenses	-	123,112	123,191	79
Unrestricted intergovernmental	1,659,000	1,683,010	1,979,668	296,658
Restricted intergovernmental	573,573	1,354,151	650,528	(703,623)
Permits and fees	257,900	447,784	456,028	8,244
Sales and services	40,388	500	460	(40)
Investment earnings	124,560	124,560	272,846	148,286
Miscellaneous	1,603,975	128,837	108,192	(20,645)
Contributions	-	15,409	18,309	2,900
Total Revenues	<u>\$ 6,775,135</u>	<u>\$ 6,393,102</u>	<u>\$ 6,177,956</u>	<u>\$ (215,146)</u>
<b>Expenditures</b>				
Current:				
General government	\$ 1,176,398	\$ 1,168,879	\$ 1,047,419	\$ 121,460
Public safety	3,695,097	3,993,789	3,059,304	934,485
Transportation	1,331,298	1,601,142	1,072,453	528,689
Economic development	264,961	359,147	358,311	836
Cultural and recreational	486,086	376,013	327,350	48,663
General services	544,864	358,394	293,493	64,901
Debt Service:				
Principal	-	340,936	340,118	818
Interest and other charges	-	25,000	24,032	968
Total Expenditures	<u>\$ 7,498,704</u>	<u>\$ 8,223,300</u>	<u>\$ 6,522,480</u>	<u>\$ 1,700,820</u>
Revenues Over (Under) Expenditures	<u>\$ (723,569)</u>	<u>\$ (1,830,198)</u>	<u>\$ (344,524)</u>	<u>\$ 1,485,674</u>
<b>Other Financing Sources (Uses)</b>				
Loan issuance	\$ -	\$ 570,000	\$ 349,860	\$ (220,140)
Capital reserve	-	-	-	-
Transfers-In	-	-	-	-
Transfers-Out	-	(78,500)	(78,500)	-
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ 491,500</u>	<u>\$ 271,360</u>	<u>\$ (220,140)</u>
Fund balance appropriated	\$ 723,569	\$ 1,338,698	\$ -	\$ (1,338,698)
Net Change In Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (73,164)</u>	<u>\$ (73,164)</u>
Fund balance, beginning			5,062,588	
Fund Balance, ending			<u>\$ 4,989,424</u>	

The notes to the financial statements are an integral part of this statement.

**Town of Swansboro, North Carolina**  
**Statement of Net Position**  
**Proprietary Funds**  
**June 30, 2025**

	<b>Major Enterprise Funds</b>		
	<b>Stormwater</b>	<b>Solid Waste</b>	<b>Totals</b>
	<b>Fund</b>	<b>Fund</b>	
<b>Assets</b>			
Current assets:			
Cash and cash equivalents	\$ 193,184	\$ 278,239	\$ 471,423
Accounts receivable (net)	178,476	-	178,476
Due from other funds	-	-	-
Total Current Assets	<u>\$ 371,660</u>	<u>\$ 278,239</u>	<u>\$ 649,899</u>
Noncurrent assets:			
Capital assets:			
Land and other non-depreciable assets	-	-	-
Other capital assets, net of depreciation	169,115	183,730	352,845
Capital assets (net)	<u>\$ 169,115</u>	<u>\$ 183,730</u>	<u>\$ 352,845</u>
Total Assets	<u><u>\$ 540,775</u></u>	<u><u>\$ 461,969</u></u>	<u><u>\$ 1,002,744</u></u>
<b>Deferred Outflows of Resources</b>			
Pension deferrals	<u>\$ 29,436</u>	<u>\$ 29,436</u>	<u>\$ 58,872</u>
<b>Liabilities</b>			
Current liabilities:			
Accounts payable - trade	\$ 7,690	\$ 54,825	\$ 62,515
Due to other funds	-	-	-
Customer deposits	-	-	-
Compensated absences - current	534	534	1,068
Current portion of long-term liabilities	18,456	18,456	36,912
Total Current Liabilities	<u>\$ 26,680</u>	<u>\$ 73,815</u>	<u>\$ 100,495</u>
Noncurrent liabilities:			
Compensated absences	\$ 2,136	\$ 2,136	\$ 4,272
Long-term liabilities	91,614	91,614	183,228
Net pension liability	48,664	48,663	97,327
Total OPEB liability	9,847	9,847	19,694
Total non-current liabilities	<u>\$ 152,261</u>	<u>\$ 152,260</u>	<u>\$ 304,521</u>
Total Liabilities	<u><u>\$ 178,941</u></u>	<u><u>\$ 226,075</u></u>	<u><u>\$ 405,016</u></u>
<b>Deferred Inflows of Resources</b>			
Pension deferrals	<u>\$ 12,116</u>	<u>\$ 12,116</u>	<u>\$ 24,232</u>
<b>Net Position</b>			
Net investment in capital assets	\$ 59,045	\$ 73,660	\$ 132,705
Restricted net position	-	-	-
Unrestricted net position	320,109	179,554	499,663
Total Net Position	<u><u>\$ 379,154</u></u>	<u><u>\$ 253,214</u></u>	<u><u>\$ 632,368</u></u>

The notes to the financial statements are an integral part of this statement.

**Town of Swansboro, North Carolina**  
**Statement of Revenues, Expenses, And Changes in Fund Net Position**  
**Proprietary Funds**  
**For the Year Ended June 30, 2025**

Exhibit  
Item IV - a.

	<b>Major Enterprise Funds</b>		
	<b>Stormwater Fund</b>	<b>Solid Waste Fund</b>	<b>Totals</b>
<b>Operating Revenues</b>			
Charges for services	\$ 157,779	\$ 481,582	\$ 639,361
Other operating revenues	5,143	-	5,143
Total Operating Revenues	<u>\$ 162,922</u>	<u>\$ 481,582</u>	<u>\$ 644,504</u>
<b>Operating Expenses</b>			
Administration	\$ -	\$ -	\$ -
Stormwater operations	116,418	-	116,418
Solid waste operations	-	465,360	465,360
Depreciation	17,119	17,562	34,681
Total Operating Expenses	<u>\$ 133,537</u>	<u>\$ 482,922</u>	<u>\$ 616,459</u>
Operating income (loss)	<u>\$ 29,385</u>	<u>\$ (1,340)</u>	<u>\$ 28,045</u>
<b>Non-operating Revenues (Expenses)</b>			
Investment earnings	\$ -	\$ -	\$ -
State and local grants	-	-	-
Total Non-operating Revenues (expenses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Income (loss) before contributions and transfers</b>			
Capital contributions	-	-	-
Transfers from other funds	-	-	-
Transfers to other funds	-	-	-
Change in net position	<u>\$ 29,385</u>	<u>\$ (1,340)</u>	<u>\$ 28,045</u>
Net position, beginning	<u>349,769</u>	<u>254,554</u>	<u>604,323</u>
Net position, ending	<u><u>\$ 379,154</u></u>	<u><u>\$ 253,214</u></u>	<u><u>\$ 632,368</u></u>

The notes to the financial statements are an integral part of this statement.

**Town of Swansboro, North Carolina**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**For the Year Ended June 30, 2025**

Ex  
Item IV - a.

	<b>Major Enterprise Funds</b>		
	<b>Stormwater Fund</b>	<b>Solid Waste Fund</b>	<b>Total</b>
<b>Cash Flows From Operating Activities</b>			
Cash received from customers	\$ 148,511	\$ 481,582	\$ 630,093
Cash paid for goods and services	(45,821)	(371,583)	(417,404)
Cash paid to or on behalf of employees for services	(66,798)	(66,054)	(132,852)
Other operating revenues	-	-	-
Net cash provided (used) by operating activities	<u>\$ 35,892</u>	<u>\$ 43,945</u>	<u>\$ 79,837</u>
<b>Cash Flows From Noncapital Financing Activities</b>			
Other revenue	\$ -	\$ -	\$ -
Transfers from other funds	-	-	-
Transfer to other funds	-	-	-
Net cash provided by noncapital financing activities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Cash Flows From Capital and Related Financing Activities</b>			
Acquisition of capital assets	\$ (116,103)	\$ (110,070)	\$ (226,173)
Loan proceeds	110,070	116,102	226,172
Capital contributions	-	-	-
Net cash provided (used) by capital and related financing activities	<u>\$ (6,033)</u>	<u>\$ 6,032</u>	<u>\$ (1)</u>
<b>Cash Flows From Investing Activities</b>			
Interest and dividends	\$ -	\$ -	\$ -
Net increase (decrease) in cash and cash equivalents	\$ 29,859	\$ 49,977	\$ 79,836
Balances - Beginning of year	<u>163,325</u>	<u>228,262</u>	<u>391,587</u>
Balances - End of year	<u>\$ 193,184</u>	<u>\$ 278,239</u>	<u>\$ 471,423</u>
Reconciliation of operating income to net cash provided by operating activities:			
Operating income (loss)	\$ 29,385	\$ (1,340)	\$ 28,045
Adjustments to reconcile operating income to net cash provided by operating activities:			
Depreciation	\$ 17,119	\$ 17,562	\$ 34,681
Changes in assets and liabilities:			
(Increase) decrease in accounts receivable	(14,411)	-	(14,411)
(Increase) decrease in deferred outflows	98	98	196
Increase (decrease) in accounts payable and accrued liabilities	(437)	23,487	23,050
Increase (decrease) in net pension liability	6,405	6,405	12,810
Increase (decrease) in OPEB liability	49	49	98
Increase (decrease) in deferred inflows	<u>(2,316)</u>	<u>(2,316)</u>	<u>(4,632)</u>
Total adjustments	<u>\$ 6,507</u>	<u>\$ 45,285</u>	<u>\$ 51,792</u>
Net cash provided by operating activities	<u><u>\$ 35,892</u></u>	<u><u>\$ 43,945</u></u>	<u><u>\$ 79,837</u></u>

The notes to the financial statements are an integral part of this statement.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

**I. Summary of Significant Accounting Policies**

The accounting policies of the Town of Swansboro, North Carolina and its discretely presented component unit conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant accounting policies:

**A. Reporting Entity**

The Town of Swansboro, North Carolina (the Town) is a municipal corporation that is governed by an elected mayor and a five-member board. As required by generally accepted accounting principles, these financial statements present the Town and its component unit, a legally separate entity for which the Town is financially accountable. The discretely presented component unit presented below is reported in a separate column in the Town's financial statement in order to emphasize that it is legally separate from the Town.

**Swansboro Tourism Development Authority (TDA)**

The members of the Swansboro TDA governing board are appointed by the Town. In addition, the Town shall be responsible for the collection and accounting of all funds remitted to or disbursed by the Swansboro TDA. The Swansboro TDA, which has a June 30 year end, is presented as if it were a governmental fund (discrete presentation). Complete financial statements for the Swansboro TDA may be obtained from the Town's administrative offices at Swansboro Town Hall, 601 W Corbett Avenue, Swansboro, NC 28584.

**B. Basis of Presentation**

*Government-wide Statements.* The statement of net position and the statement of activities display information about the primary government. These statements include the financial activities of the overall government and its component unit. Eliminations have been made to minimize the double counting of internal activities. All transactions from interfund services provided and used are not eliminated in the process of consolidation. These statements distinguish between the *governmental* and *business-type activities* of the Town. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

The statement of activities presents a comparison between direct expenses and program revenues for the different business-type activities and for each function of the Town's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

*Fund Financial Statements.* The fund financial statements provide information about the Town's funds. Separate statements for each fund category – "governmental and proprietary" – are presented. The Town has no fiduciary funds to report. The emphasis of fund financial statements is on major governmental and enterprise funds. All remaining governmental and enterprise funds are aggregated and reported as non-major funds.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Non-operating revenues, such as subsidies, result from non-exchange transactions. Other non-operating revenues are ancillary activities such as investment earnings.

The Town reports the following major governmental funds:

*General Fund.* This Fund is the general operating fund of the Town. The General Fund accounts for all financial resources except those that are required to be accounted for in another fund. The primary revenue sources are ad valorem taxes, State grants, and various other taxes and licenses. The primary expenditures are for public safety, general government, environmental protection, street maintenance and construction, and recreation.

*Capital Project Fund.* State Capital Infrastructure Fund - This Fund is a direct grant fund administered by the Office of State Budget and Management.

The Town reports the following non-major governmental funds:

*Capital Project Funds.* These Funds account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds). The Town has ten non-major Capital Project Funds: Park and Recreation Reserve Fund, Waterfront Plan Implementation Fund, Municipal Park Improvement Fund, Information Technology Project Fund, American Rescue Plan Act, Capital Reserve Fund, Special Capital Infrastructure Fund-Sidewalk, Emmerton School Repairs Grant Fund, Swansboro Bicentennial Park Boardwalk Extension, and Master Plan Project within its governmental fund types.

The Town reports the following major enterprise funds:

Stormwater Fund – This fund is used to account for the Town's stormwater operations.

Solid Waste Fund – This fund is used to account for the Town's solid waste operations.

**C. Measurement Focus and Basis of Accounting**

In accordance with North Carolina General Statutes, all funds of the Town are maintained during the year using the modified accrual basis of accounting.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

*Government-wide and Proprietary Fund Financial Statements.* The government-wide and proprietary fund financial statements are reported using the economic resources measurement focus.

The government-wide financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions in which the Town gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Town enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

*Governmental Fund Financial Statements.* Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, including lease and information technology subscription (SBITA), claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under leases and SBITA are reported as other financing sources.

The Town considers all revenues available if they are collected within 90 days after year end, except for property taxes. Ad valorem taxes receivable is not accrued as revenue because the amount is not susceptible to accrual. At June 30, taxes receivable for property other than motor vehicles are materially past due and are not considered to be an available resource to finance the operations of the current year. Also, as of September 1, 2013, State law altered the procedures for the assessment and collection of property taxes on registered motor vehicles in North Carolina. Effective with this change in the law, the State of North Carolina is responsible for billing and collecting the property taxes on registered motor vehicles on behalf of all municipalities and special tax districts. Property taxes are due when vehicles are registered. The billed taxes are applicable to the fiscal year in which they are received. Uncollected taxes that were billed in periods prior to September 1, 2013, and for limited registration plates are shown as a receivable in these financial statements and are offset by deferred inflows of resources.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

Sales taxes and certain intergovernmental revenues, such as the beer and wine tax, collected and held by the State at year end on behalf of the Town, are recognized as revenue. Sales taxes are considered a shared revenue for the town because the tax is levied by Onslow County and then remitted to and distributed by the State. Most intergovernmental revenues and sales and services are not susceptible to accrual because generally they are not measurable until received in cash. All taxes, including those dedicated for specific purposes, are reported as general revenues rather than program revenues. Under the terms of grant agreements, the Town funds certain programs by a combination of specific cost reimbursement grants, categorical block grants and general revenues. Thus, when program expenses are incurred, there is both restricted and unrestricted net position available to finance the program. It is the Town's policy to first apply cost reimbursement grant resources to such programs, followed by categorical block grants, and then by general revenues.

**D. Budgetary Data**

The Town's budgets are adopted as required by the North Carolina General Statutes. An annual budget is adopted for the General Fund and the Enterprise Funds. All annual appropriations lapse at the fiscal year end. Project ordinances are adopted for the Capital Projects Funds. All budgets are prepared using the modified accrual basis of accounting. Expenditures may not legally exceed appropriations at the departmental level for all annually budgeted funds and at the project level for the capital project funds. The finance officer may transfer amounts between objects of expenditures within a department without limitations and without an official report being requested. Any other transfer or revisions that later the total expenditures of any fund must be approved by the governing board. During the year, several material amendments to the original budget were necessary mainly due to funding capital project funds. The budget ordinance must be adopted by July 1 of the fiscal year, or the governing board must adopt an interim budget that covers that time until the annual ordinance can be adopted.

**E. Assets, Liabilities, Deferred Inflows and Outflows, and Fund Balance**

**1. Deposits and Investments**

All deposits of the Town and Swansboro TDA are made in board-designated official depositories and are secured as required by State law (G.S. 159-31). The Town and Swansboro TDA may designate, as an official depository, any bank or savings association whose principal office is located in North Carolina. Also, the Town and Swansboro TDA may establish time deposit accounts such as NOW and Super NOW accounts, money market accounts, and certificates of deposit.

State law [G.S. 159-30(c)] authorizes the Town and Swansboro TDA to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States or obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and bankers' acceptances and the North Carolina Capital Management Trust (NCCMT).

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

The Town's investments are reported at fair value. The NCCMT Government Portfolio, a SEC-registered (2a-7) external investment pool is measured at fair value. The NCCMT-Term Portfolio is a bond fund, has no rating, and is measured at fair value. As of June 30, 2025, the Term portfolio has a duration of .15 years. Because the NCCMT Government and Term Portfolios have a weighted average maturity of less than 90 days, they are presented as an investment with a maturity of less than 6 months.

**2. Cash and Cash Equivalents**

The Town pools moneys from several funds to facilitate disbursement and investment and to maximize investment income. All cash and investments are essentially demand deposits and are considered cash and cash equivalents.

**3. Restricted Assets**

Money in the Drug Seizure fund is classified as restricted cash because its use is restricted for drug seizure purposes within the Town. Powell Bill funds are also classified as restricted cash because it can be expended only for the purposes of maintaining, repairing, constructing, reconstructing or widening of local streets per G.S. 136-41.1 through 136-41.4.

Town of Swansboro Restricted Cash

Streets	\$ 133,665
Reserved for capital projects	10,422,504
Total Restricted Cash	<u><u>\$ 10,556,169</u></u>

**4. Ad Valorem Taxes Receivable**

In accordance with State law [G.S. 105-347 and G.S. 159-13(a)], the Town levies ad valorem taxes on property other than motor vehicles on July 1, the beginning of the fiscal year. The taxes are due on September 1 (lien date); however, interest does not accrue until the following January 6. These taxes are based on the assessed values as of January 1, 2024. As allowed by State law, the Town has established a schedule of discounts that apply to taxes that are paid prior to the due date. In the Town's General Fund, ad valorem tax revenues are reported net of such discounts.

**5. Allowances for Doubtful Accounts**

All receivables that historically experience uncollectible accounts are shown net of an allowance for doubtful accounts. This amount is estimated by analyzing the percentage of receivables that were written off in prior years.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

**6. Capital Assets**

Capital assets are defined by the government as assets with an initial, individual cost of more than a certain cost and an estimated useful life in excess of two years. Minimum capitalization cost for all types of capital assets is \$5,000. Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated capital assets received prior to June 15, 2015 are recorded at their estimated fair value at the date of donation. Donated capital assets received after June 15, 2015 are recorded at acquisition value. All other purchased or constructed capital assets are reported at cost or estimated historical cost.

General infrastructure assets acquired prior to July 1, 2003 consist of the road network and water and sewer system assets that were acquired or that received substantial improvements subsequent to July 1, 1980, and are reported at estimated historical cost using deflated replacement cost. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Capital assets of the Town are depreciated using the straight-line method over the following estimated useful lives:

Asset Class	Estimated Useful Life
Buildings	50
Infrastructure	30
Improvements	25
Heavy equipment	10
Software	8
Vehicles	5
Furniture and equipment	5
Computer equipment	3

Property, plant, and equipment of the Swansboro Tourism Development Authority are depreciated over their useful lives on a straight-line basis as follows:

Asset Class	Estimated Useful Life
Buildings	20
Equipment and furniture	10
Vehicles	3-5
Computers	3

**7. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *Deferred Outflows of Resources*, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The Town has two items that meet this criterion – pension deferrals and OPEB deferrals for the 2025 fiscal year. In addition to

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *Deferred Inflows of Resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The Town has several items that meet the criterion for this category – property taxes receivable, OPEB deferrals, and pension deferrals.

**8. Long-term Obligations**

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight-line method that approximates the effective interest method. Bonds payable are reported net of the applicable bond premiums or discount. Bond issuance costs, except for prepaid insurance costs, are expensed in the reporting period in which they occurred. Prepaid insurance costs are expensed over the life of the debt.

In fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**9. Compensated Absences**

The vacation policy of the Town provides for the accumulation of up to thirty days earned vacation leave with such leave being fully vested when earned. Accumulated earned vacation at June 30, 2025 amounts to \$183,118. For the Town's government-wide fund, an expense and a liability for compensated absences and the salary related payments are recorded as the leave is earned. The Town has assumed a first in, first out method of using accumulated compensated time. The portion of that time that is estimated to be used in the next fiscal year has been designated as a current liability in the government-wide financial statements.

The Town's sick leave policy provides for an unlimited accumulation of earned sick leave. Sick leave does not vest, but any unused sick leave accumulated at the time of retirement may be used in the determination of length of service for retirement benefit purposes. Generally, the Town does not have any obligation for the accumulated sick leave until it is actually taken, however, in accordance with GASB Statement No. 101, the Town has recorded an accrual for sick leave anticipated to be paid out based on applying the practical expedient for estimating the amount of sick leave that will "more likely than not" eventually be used by employees and paid by the Town. The amount recorded for the year ended June 30, 2025 was \$553,438.

Compensated absences at June 30, 2025 total \$736,556 in the Town's government-wide financial statements.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

**10. Net Position/Fund Balances**

**a. Net Position**

Net position in government-wide and proprietary fund financial statements is classified as net investment in capital assets, restricted and unrestricted. Restricted net position represents constraints on resources that are either a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or b) imposed by law through state statute.

**b. Fund Balances**

In the governmental fund financial statements, fund balance is composed of two classifications designed to disclose the hierarchy of constraints placed on how fund balance can be spent.

The governmental fund types classify fund balances as follows:

**Restricted Fund Balance** - This classification includes amounts that are restricted to specific purposes externally imposed by creditors or imposed by law.

**Restricted for Stabilization by State Statute** - North Carolina G.S. 159-8 prohibits units of government from budgeting or spending a portion of their fund balance. This is one of several statutes enacted by the North Carolina State Legislature in the 1930's that were designed to improve and maintain the fiscal health of local government units. Restricted by State statute (RSS) is calculated at the end of each fiscal year for all annually budgeted funds.

The calculation in G.S. 159-8(a) provides a formula for determining what portion of fund balance is available for appropriation. The amount of fund balance not available for appropriation is what is known as "restricted by State statute". *Appropriated fund balance in any fund shall not exceed the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts, as those figures stand at the close of the fiscal year next preceding the budget.* Per GASB guidance, RSS is considered a resource upon which a restriction is "imposed by the law through constitutional provisions or enabling legislation". RSS is reduced by inventories and prepaids as they are classified as nonspendable. RSS is included as a component of Restricted Net position and Restricted fund balance on the face of the balance sheet.

**Restricted for Streets** - Powell Bill portion of fund balance that is restricted by revenue source for street construction and maintenance expenditures. This amount represents the balance of the total unexpended Powell Bill Funds.

**Restricted for Capital Improvements** – portion of fund balance that is restricted for future capital improvements.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

Lease Receivable, net – portion of fund balance that is not an available resource because it is not in spendable form. The reported amount is calculated by reducing the lease receivable by the related deferred inflow of resources.

Assigned Fund Balance – portion of fund balance that the Town of Swansboro intends to use for specific purposes.

Subsequent year's expenditures – portion of fund balance that is appropriated in the next year's budget that is not already classified in restricted or committed.

Unassigned Fund Balance - portion of total fund balance that has not been restricted, committed, or assigned to specific purposes or other funds. The General Fund is the only fund that reports a positive unassigned fund balance amount. In other governmental funds it is not appropriate to report a positive unassigned fund balance amount. However, in governmental funds other than the General Fund, if expenditures incurred for specific purposes exceed the amounts that are restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance in that fund.

The Town of Swansboro has a revenue spending policy that provides guidance for programs with multiple revenue sources. The Finance Officer will use resources in the following hierarchy: bond proceeds, federal funds, State funds, local non-town funds, town funds. For purposes of fund balance classification expenditures are to be spent from restricted fund balance first, followed in-order by committed fund balance, assigned fund balance, and lastly unassigned fund balance. The Finance Officer has the authority to deviate from this policy if it is in the best interest of the Town.

#### **11. Defined Benefit Cost-Sharing Plans**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Local Governmental Employees' Retirement System (LGERS) and additions to/deductions from LGERS' fiduciary net position have been determined on the same basis as they are reported by LGERS. For this purpose, plan member contributions are recognized in the period in which the contributions are due. The Town of Swansboro, North Carolina's employer contributions are recognized when due and the Town of Swansboro, North Carolina has a legal requirement to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of LGERS. Investments are reported at fair value.

## **II. Stewardship, Compliance, and Accountability**

### **A. Noncompliance with North Carolina General Statutes**

There were no violations of noncompliance with North Carolina General Statutes reported for the year ended June 30, 2025.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

### **III. Detail Notes on All Funds**

#### **A. Assets**

##### **1. Deposits**

All the deposits of the Town and the Swansboro TDA are either insured or collateralized by using one method. Under the Pooling Method, which is a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the Town and Swansboro Tourism Development Authority, these deposits are considered to be held by the Town's and Swansboro Tourism Development Authority agent in their names. The amount of the pledged collateral is based on an approved averaging method for non-interest-bearing deposits and the actual current balance for interest-bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the Town and Swansboro Tourism Development Authority, or the escrow agent. Because of the inability to measure the exact amounts of collateral pledged for the Town and Swansboro Tourism Development Authority under the Pooling Method, the potential exists for under-collateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method. The Town has no formal policy regarding custodial risk for deposits but relies on the State Treasurer to enforce standards of minimum capitalization for all pooling method financial institutions and to monitor them for compliance. The Town complies with the provision of G.S. 159-31 when designating official depositories and verifying that deposits are properly secured.

The Swansboro TDA has no formal policy regarding custodial credit risk for deposits.

At June 30, 2025, the Town's deposits had a carrying amount of \$10,380,511 and a bank balance of \$10,477,392. Of the bank balance, \$581,674 was covered by federal depository insurance and the remainder was covered by collateral held under the Pooling Method. At June 30, 2025, the Town had \$150 cash on hand.

The carrying amount of deposits for the Swansboro TDA was \$243,619 and the bank balance was \$244,219. All of the bank balance was covered by federal depository insurance.

##### **2. Investments**

At June 30, 2025, the investments of the Town were as follows:

<b>Investment by Type</b>	<b>Valuation Measurement Method</b>	<b>Book Value at 6/30/2025</b>	<b>Maturity</b>	<b>Rating</b>
NC Capital Management Trust - Government Portfolio	Fair Value Level 1	\$ 5,911,383	N/A	AAAm
<b>Total</b>		<b>\$ 5,911,383</b>		

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

All investments are measured using the market approach: using prices and other relevant information generated by market transactions involving identical or comparable assets or a group of assets.

Level of fair value hierarchy: Level 1: Debt securities valued using directly observable, quoted prices (unadjusted) in active markets for identical assets. Level 2 debt securities are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' benchmark quoted prices.

*Interest Rate Risk.* The Town has no formal investment policy regarding interest rate risk.

*Credit Risk.* The Town has no formal policy regarding credit risk but has internal management procedures that limit the Town's investments to the provisions of G.S. 159-30 and restricts the purchase of securities to the highest possible ratings whenever particular types of securities are rated. The Town's investment in the NC Capital Management Trust Government Portfolio carried a credit rating of AAAm by Standard & Poor's and AAAm-mf by Moody's Investors Service as of June 30, 2025.

*Custodial Credit Risk.* The Town has no formal policy on custodial credit risk, but management procedures are that the Town shall utilize a third-party custodial agent for book entry transactions, all of which shall be held in the Town's name.

3. Receivables – Allowance for Doubtful Accounts

The amounts presented in the Balance Sheet and the Statement of Net Position for the year ended June 30, 2025 are net of the following allowances for doubtful accounts:

Fund	June 30, 2025
General Fund - Taxes receivable	\$ 7,281
Enterprise Fund-Stormwater customer A/R	19,630
	<u><u>\$ 26,911</u></u>

For the year ended 6/30/2025, the financial statements include GASB Statement No. 87, Leases. The primary objective of this statement is to enhance the relevance and consistency of information about governments' leasing activities. This statement establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. For additional information, refer to the disclosures below.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

On 07/01/2021, Town of Swansboro entered into a month lease as Lessor for the use of the Old Town Hall and Town Hall Community Room. An initial lease receivable was recorded in the amount of \$41,665.44. As of 06/30/2025, the value of the lease receivable is \$0. The lessee is required to make monthly fixed payments of \$3,581.41. The lease has an interest rate of 0.1869%. The Infrastructure estimated useful life was 0 months as of the contract commencement. The value of the deferred inflow of resources as of 06/30/2025 was \$0, and the Town of Swansboro recognized lease revenue of \$32,598 during the fiscal year. The lease terms are on a month-to-month basis. This lease ended on June 30, 2025.

On 12/14/2020, Town of Swansboro entered into a 60-month lease as Lessor for the use of 106 Church Street. An initial lease receivable was recorded in the amount of \$86,296.50. As of 06/30/2025, the value of the lease receivable is \$10,895. The lessee is required to make monthly fixed payments of \$1,830.80. The lease has an interest rate of 0.0607%. The Infrastructure estimated useful life was 0 months as of the contract commencement. The value of the deferred inflow of resources as of 06/30/2025 was \$10,895, and Town of Swansboro recognized lease revenue of \$21,660 during the fiscal year.

On 08/01/2023, Town of Swansboro entered into a 60-month lease as Lessor for the use of municipal Public Works Complex. An initial lease receivable was recorded in the amount of \$14,023. As of 06/30/2025, the value of the lease receivable is \$111,763. The lessee is required to make semi-annual payment of \$7,011. The lease has an interest rate of 0.3639%. The value of the deferred inflow of resources as of 06/30/2025 was \$111,763, and the Town of Swansboro recognized lease revenue of \$14,444 during the fiscal year.

On 11/07/2024, Town of Swansboro entered into a 60-month lease as Lessor for the use of municipal MSA Safety-Self-Contained Breathing Apparatus (SCBA)G1, MSA Safety-Face Mask, Cylinders. An initial lease receivable was recorded in the amount of \$200,000. As of 06/30/2025, the value of the lease receivable is \$160,000. The lessee is required to make annual payment of \$40,000. The equipment estimated useful life was 10 years as of the contract commencement. The value of the deferred inflow of resources as of 06/30/2025 was \$160,000, and the Town of Swansboro recognized lease revenue of \$40,000 during the fiscal year.

**Principal and Interest Expected to Maturity**

<b>Business-Type Activities</b>			
<b>Fiscal Year</b>	<b>Principal Payments</b>	<b>Interest Payments</b>	<b>Total Payments</b>
2026	\$ 56,549	\$ 501	\$ 57,050
2027	\$ 56,549	\$ 462	\$ 57,011
2028	\$ 56,550	\$ 411	\$ 56,961
2029	\$ 56,550	\$ 377	\$ 56,927
2030	\$ 56,550	\$ 326	\$ 56,876

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

**4. Capital Assets**

Capital asset activity for the year ended June 30, 2025, was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
<b>Governmental Activities:</b>				
<b>Capital Assets Not Being Depreciated:</b>				
Land	\$ 987,588	\$ -	\$ -	\$ 987,588
Monuments	67,198	-	-	67,198
Construction in progress	-	-	-	-
<b>Total Capital Assets Not Being Depreciated</b>	<b>\$ 1,054,786</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,054,786</b>
<b>Capital Assets Being Depreciated:</b>				
Buildings	\$ 3,606,457	\$ 22,837	\$ 16,814	\$ 3,612,480
Software	113,038	30,697	-	143,735
Infrastructure	2,197,713	121,923	-	2,319,636
Equipment	888,487	471,045	-	1,469,602
Vehicles	1,866,787	1,176,696	-	3,043,483
Park improvements	974,966	70,149	696,637	348,478
<b>Total Capital Assets Being Depreciated</b>	<b>\$ 9,647,448</b>	<b>\$ 1,893,347</b>	<b>\$ 713,451</b>	<b>\$ 10,937,414</b>
<b>Less Accumulated Depreciation For:</b>				
Buildings	\$ 922,129	\$ 187,108	\$ -	\$ 1,109,237
Software	35,776	41,857	-	77,633
Infrastructure	898,808	228,354	-	1,127,162
Equipment	734,664	10,273	-	744,937
Vehicles	1,321,983	436,052	-	1,758,035
Park improvements	421,158	16,010	345,419	91,749
<b>Total Accumulated Depreciation</b>	<b>\$ 4,334,518</b>	<b>\$ 919,654</b>	<b>\$ 345,419</b>	<b>\$ 4,908,753</b>
<b>Total Capital Assets Being Depreciated, net</b>	<b>\$ 5,312,930</b>			<b>\$ 6,028,661</b>
<b>Governmental Activity Capital Assets, net</b>	<b>\$ 6,367,716</b>			<b>\$ 7,083,447</b>

Depreciation expense was charged to functions/programs of the primary government as follows:

General government	\$ 73,052
Public safety	170,398
Transportation	97,594
Cultural and recreation	88,738
<b>Total</b>	<b>\$ 429,782</b>

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

	Beginning Balances	Increases	Decreases	Ending Balances
<b>Business-type Activities: Stormwater Fund</b>				
<b>Capital Assets Not Being Depreciated:</b>				
Land	\$ -	\$ -	\$ -	\$ -
Construction in progress	- -	- -	- -	- -
Total Capital Assets Not Being Depreciated	<u>\$ - -</u>	<u>\$ - -</u>	<u>\$ - -</u>	<u>\$ - -</u>
<b>Capital Assets Being Depreciated:</b>				
Stormwater system	\$ - -	\$ - -	\$ - -	\$ - -
Buildings	- -	- -	- -	- -
Equipment	133,399	116,103	6,033	243,469
Total Capital Assets Being Depreciated	<u>\$ 133,399</u>	<u>\$ 116,103</u>	<u>\$ 6,033</u>	<u>\$ 243,469</u>
<b>Less Accumulated Depreciation For:</b>				
Stormwater system	\$ - -	\$ - -	\$ - -	\$ - -
Buildings	- -	- -	- -	- -
Equipment	57,235	17,119	- -	74,354
Total Accumulated Depreciation	<u>\$ 57,235</u>	<u>\$ 17,119</u>	<u>\$ - -</u>	<u>\$ 74,354</u>
Total Capital Assets Being Depreciated, net	<u>\$ 76,164</u>			<u>\$ 169,115</u>
Stormwater Fund Capital Assets, net				<u>\$ 169,115</u>
 <b>Business-type Activities: Solid Waste Fund</b>				
<b>Capital Assets Not Being Depreciated:</b>				
Land	\$ - -	\$ - -	\$ - -	\$ - -
Construction in progress	- -	- -	- -	- -
Total Capital Assets Not Being Depreciated	<u>\$ - -</u>	<u>\$ - -</u>	<u>\$ - -</u>	<u>\$ - -</u>
<b>Capital Assets Being Depreciated:</b>				
Buildings	\$ - -	\$ - -	\$ - -	\$ - -
Equipment	211,911	110,070	6,033	315,948
Total Capital Assets Being Depreciated	<u>\$ 211,911</u>	<u>\$ 110,070</u>	<u>\$ 6,033</u>	<u>\$ 315,948</u>
<b>Less Accumulated Depreciation For:</b>				
Buildings	\$ - -	\$ - -	\$ - -	\$ - -
Equipment	114,656	17,562	- -	132,218
Total Accumulated Depreciation	<u>\$ 114,656</u>	<u>\$ 17,562</u>	<u>\$ - -</u>	<u>\$ 132,218</u>
Total Capital Assets Being Depreciated, net	<u>\$ 97,255</u>			<u>\$ 183,730</u>
Solid Waste Capital Assets, net				<u>\$ 183,730</u>

**Town of Swansboro, North Carolina**  
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**For the Year Ended June 30, 2025**

**B. Liabilities**

**1. Pension Plan and Postemployment Obligations**

**a. Local Governmental Employees' Retirement System**

*Plan Description.* The Town of Swansboro, North Carolina is a participating employer in the statewide Local Governmental Employees' Retirement System (LGERS), a cost-sharing multiple-employer defined benefit pension plan administered by the State of North Carolina. LGERS membership is comprised of general employees and local law enforcement officers (LEOs) of participating local governmental entities. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members – nine appointed by the Governor, one appointed by the State Senate, one appointed by the State House of Representatives, and the State Treasurer and State Superintendent, who serve as ex-officio members. The Local Governmental Employees' Retirement System is included in the Annual Comprehensive Financial Report for the State of North Carolina. The State's Annual Comprehensive Financial Report includes financial statements and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, by calling (919) 981- 5454, or at [www.osc.nc.gov](http://www.osc.nc.gov).

*Benefits Provided.* LGERS provides retirement and survivor benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible to retire with full retirement benefits at age 65 with five years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service or at age 60 with five years of creditable service (age 55 for firefighters). Survivor benefits are available to eligible beneficiaries of members who die while in active service or within 180 days of their last day of service and who have either completed 20 years of creditable service regardless of age (15 years of creditable service for firefighters and rescue squad members who are killed in the line of duty) or have completed five years of service and have reached age 60. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions. The plan does not provide for automatic post-retirement benefit increases. Increases are contingent upon actuarial gains of the plan.

LGERS plan members who are LEOs are eligible to retire with full retirement benefits at age 55 with five years of creditable service as an officer, or at any age with 30 years of creditable service. LEO plan members are eligible to retire with partial retirement benefits at age 50 with 15 years of creditable service as an officer. Survivor benefits are available to eligible beneficiaries of LEO members who die while in active service or within 180 days of their last day of service and who also have either completed 20 years of creditable service regardless of age, or have completed 15 years of service as a LEO and have reached age 50,

**Town of Swansboro, North Carolina**  
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or have completed five years of creditable service as a LEO and have reached age 55, or have completed 15 years of creditable service as a LEO if killed in the line of duty. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions.

*Contributions.* Contribution provisions are established by General Statute 128-30 and may be amended only by the North Carolina General Assembly. Town of Swansboro, North Carolina employees are required to contribute 6% of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. The Town of Swansboro, North Carolina's contractually required contribution rate for the year ended June 30, 2025, was 13.98% of compensation for law enforcement officers and 13.98% for general employees and firefighters, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Contributions to the pension plan from the Town of Swansboro, North Carolina were \$379,925 for the year ended June 30, 2025.

*Refunds of Contributions* – Town employees who have terminated service as a contributing member of LGERS, may file an application for a refund of their contributions. By state law, refunds to members with at least five years of service include 4% interest. State law requires a 60-day waiting period after service termination before the refund may be paid. The acceptance of a refund payment cancels the individual's right to employer contributions, or any other benefit provided by LGERS

***Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***

At June 30, 2025, the Town reported a liability of \$1,946,532 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2024. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2023. The total pension liability was then rolled forward to the measurement date of June 30, 2024, utilizing update procedures incorporating the actuarial assumptions. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of future payroll covered by the pension plan, relative to the projected future payroll covered by the pension plan of all participating LGERS employers, actuarially determined. At June 30, 2024, the Town's proportion was 0.02887%, which was a decrease of 0.00335% from its proportion measured as of June 30, 2023.

For the year ended June 30, 2025, the Town recognized pension expense of \$602,542. At June 30, 2025, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ 341,106	\$ 2,293
Changes of assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	264,630	-
Changes in proportion and differences between Town contributions and proportionate share of contributions	82,897	30,766
Town contributions subsequent to the measurement date	<u>379,925</u>	-
<b>Total</b>	<b><u>\$ 1,068,558</u></b>	<b><u>\$ 33,059</u></b>

\$379,925 reported as deferred outflows of resources related to pensions resulting from Town contributions subsequent to the measurement date will be recognized as an increase of the net pension liability in the year ended June 30, 2026. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

**Year ended June 30:**

2026	\$ 202,131
2027	395,111
2028	88,253
2029	(29,922)
2030	-
Thereafter	-
	<b><u>\$ 655,573</u></b>

*Actuarial Assumptions.* The total pension liability in the December 31, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50 percent
Salary increases	3.25 to 8.25 percent, including inflation and productivity factor
Investment rate of return	6.50 percent, net of pension plan investment expense, including inflation

The plan currently uses mortality tables that vary by age, gender, employee group (i.e. general, law enforcement officer) and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

The actuarial assumptions used in the December 31, 2023 valuation were based on the results of an actuarial experience study for the period January 1, 2015 through December 31, 2019.

Future ad hoc COLA amounts are not considered to be substantively automatic and are therefore not included in the measurement.

The projected long-term investment returns and inflation assumptions are developed through review of current and historical capital markets data, sell-side investment research, consultant whitepapers, and historical performance of investment strategies. Fixed income return projections reflect current yields across the U.S. Treasury yield curve and market expectations of forward yields projected and interpolated for multiple tenors and over multiple year horizons. Global public equity return projections are established through analysis of the equity risk premium and the fixed income return projections. Other asset categories and strategies' return projections reflect the foregoing and historical data analysis.

These projections are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2024 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed Income	33.0%	0.9%
Global Equity	38.0%	6.5%
Real Estate	8.0%	5.9%
Alternatives	8.0%	8.2%
Credit	7.0%	5.0%
Inflation Protection	6.0%	2.7%
<b>Total</b>	<b>100%</b>	

The information above is based on 30-year expectations developed with the consulting actuary for the 2024 asset liability and investment policy study for the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 2.50%. All rates of return and inflation are annualized.

*Discount rate.* The discount rate used to measure the total pension liability was 6.50%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
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*Sensitivity of the Town's proportionate share of the net pension liability to changes in the discount rate.* The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 6.50 percent, as well as what the Town's proportionate share of the net pension asset or net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.50 percent) or one percentage point higher (7.50 percent) than the current rate:

	1% Decrease (5.50%)	Discount Rate (6.50%)	1% Increase (7.50%)
Town's proportionate share of the net pension liability (asset)	\$ 3,449,312	\$ 1,946,532	\$ 710,289

*Pension plan fiduciary net position.* Detailed information about the pension plan's fiduciary net position is available in the separately issued Annual Comprehensive Financial Report for the State of North Carolina.

**b. Law Enforcement Officers' Special Separation Allowance**

**1) Plan Description**

The Town of Swansboro administers a public employee retirement system (the *Separation Allowance*), a single-employer defined benefit pension plan that provides retirement benefits to the Town's qualified sworn law enforcement officers under the age of 62 who have completed at least 30 years creditable service or have attained 55 years of age and have completed five or more years of creditable service. The Separation Allowance is equal to 0.85 percent of the annual equivalent of the base rate of compensation most recently applicable to the officer for each year of creditable service. The retirement benefits are not subject to any increases in salary or retirement allowances that may be authorized by the General Assembly. Article 12D of G.S. Chapter 143 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly.

All full-time law enforcement officers of the Town are covered by the Separation Allowance. At December 31, 2024, the Separation Allowance's membership consisted of:

Retirees receiving benefits	0
Terminated plan members entitled to but not yet receiving benefits	0
Active plan members	<u>10</u>
	<u><u>10</u></u>

**2) Summary of Significant Accounting Policies**

**Basis of Accounting**

The Town has chosen to fund the Separation Allowance on a pay as you go basis. Pension expenditures are made from the General Fund, which is maintained on the modified accrual basis of accounting. Benefits are recognized when due and payable in accordance with the terms of the plan.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
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The Separation Allowance has no assets accumulated in a trust that meets the following criteria which are outlined in GASB Statements 73.

**3) Actuarial Assumptions**

The entry age actuarial cost method was used in the December 31, 2023 valuation. The total pension liability in the December 31, 2023 actuarial valuation was determined using the following actuarial assumption, applied to all periods included in the measurement:

Inflation	2.50 percent
Salary increases	3.25 to 7.75 percent, including inflation and productivity factor
Discount rate	4.28 percent

The discount rate is the weekly average of the Bond Buyer General Obligation 20-Year Municipal Bond Index at the end of each month. Maturity rates are based on the RP-014 Mortality tables.

**4) Contributions**

The Town is required by Article 12D of G.S. Chapter 143 to provide these retirement benefits and has chosen to fund the amounts necessary to cover the benefits earned on a pay as you go basis through appropriations made in the General Fund operating budget.

There were no contributions made by employees. The Town's obligation to contribute to this plan is established and may be amended by the North Carolina General Assembly. Administration costs of the Separation Allowance are financed through investment earnings. The Town paid \$6,804 as benefits came due for the reporting period.

***Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***

At June 30, 2025, the Town reported a total pension liability of \$98,483. The total pension liability was measured as of December 31, 2024, based on a December 31, 2023 actuarial valuation. The total pension liability was then rolled forward to the measurement date of December 31, 2024, utilizing update procedures incorporating the actuarial assumptions. For the year ended June 30, 2025, the Town recognized pension expense of \$10,716.

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 3,438	\$ 22,914
Changes of assumptions	5,993	17,739
Town benefit payments and plan administrative expense made subsequent to the measurement date	1,966	-
<b>Total</b>	<b>\$ 11,397</b>	<b>\$ 40,653</b>

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

\$6,804 reported as deferred outflows of resources related to pensions resulting from benefit payments made subsequent to the measurement date will be recognized as a decrease of the net pension liability in the year ended June 30, 2025. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30	Deferred Outflows of Resources	Deferred Inflows of Resources	Amount Recognized as Pension Expense
2026	\$ 4,794	\$ 14,444	\$ (9,650)
2027	956	12,211	(11,255)
2028	956	8,063	(7,107)
2029	956	2,819	(1,863)
2030	956	1,893	(937)
Thereafter	813	1,223	(410)
	<b><u>\$ 9,431</u></b>	<b><u>\$ 40,653</u></b>	<b><u>\$ (31,222)</u></b>

*Sensitivity of the Town's total pension liability to changes in the discount rate.* The following presents the Town's total pension liability calculated using the discount rate of 4.00 percent, as well as what the total pension liability would be if it were calculated using a discount rate that is one percentage point lower (3.28 percent) or one percentage point higher (5.28 percent) than the current rate:

	1% Decrease (3.28%)	Discount Rate (4.28%)	1% Increase (5.28%)
Town's proportionate share of the total pension liability	\$ 113,659	\$ 98,483	\$ 85,233

**Schedule of Changes in Total Pension Liability  
Law Enforcement Officers' Special Separation Allowance**

	2025
Beginning balance	\$ 79,936
Service cost	15,547
Interest	3,197
Changes of benefit terms	-
Differences between expected and actual experience in the	3,849
Changes of assumptions or other inputs	(4,046)
Benefit payments	-
Other changes	-
Ending balance of the total pension liability	<b><u>\$ 98,483</u></b>

The plan currently uses mortality tables that vary by age, and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

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The actuarial assumptions used in the December 31, 2023 valuation was based on the results of an actuarial experience study for the period January 1, 2015 through December 31, 2019.

**Total Expense, Liabilities, and Deferred Outflows and Inflows of Resources of Related to Pensions**

Following is information related to the proportionate share and pension expense for all pension plans:

	LGERS	LEOSSA	Total
Pension Expense	\$ 602,542	\$ 10,716	\$ 613,258
Pension Liability	1,946,532	98,483	2,045,015
Proportionate share of the net pension liability	0.02887%	n/a	0.02393%
Deferred of Outflows of Resources			
Differences between expected and actual experience	341,106	3,438	344,544
Changes of assumptions	-	5,993	5,993
Net difference between projected and actual earnings on pension plan investments	264,630	-	264,630
Changes in proportion and differences between contributions and proportionate share of contributions	82,897	-	82,897
Benefit payments and administrative costs paid subsequent to the measurement date	379,925	1,966	381,891
Deferred of Inflows of Resources			
Differences between expected and actual experience	2,293	22,914	25,207
Changes of assumptions	-	17,739	17,739
Net difference between projected and actual earnings on pension plan investments	-	-	-
Changes in proportion and differences between contributions and proportionate share of contributions	30,766	-	30,766

c. Supplemental Retirement Income Plan for Law Enforcement Officers

1) Plan Description

The Town contributes to the Supplemental Retirement Income Plan (Plan), a defined contribution pension plan administered by the Department of State Treasurer and a Board of Trustees. The Plan provides retirement benefits to law enforcement officers employed by the Town. Article 5 of G.S. Chapter 135 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. The

**Town of Swansboro, North Carolina**  
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Supplemental Retirement Income Plan for Law Enforcement Officers is included in the Annual Comprehensive Financial Report for the State of North Carolina. The State's Annual Comprehensive Financial Report includes the pension trust fund financial statements for the Internal Revenue Code Section 401(k) plan that includes the Supplemental Retirement Income Plan for Law Enforcement Officers. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, or by calling (919) 981-5454.

2) **Funding Policy**

Article 12E of G.S. Chapter 143 requires the Town to contribute each month an amount equal to five percent of each officer's salary, and all amounts contributed are vested immediately. Also, the law enforcement officers may make voluntary contributions to the plan. Contributions for the year ended June 30, 2025 were \$33,445 which consisted of \$31,665 from the Town and \$1,780 from the law enforcement officers. No amounts were forfeited.

The Town has also elected to contribute to the Supplemental Retirement Income Plan for general employees. Contributions for the year ended June 30, 2025 were \$39,844 which consisted of \$20,155 from the Town and \$19,689 from the employees. No amounts were forfeited.

d. Other Postemployment Benefits

Health Care Benefits

1) **Plan Description**

The Town of Swansboro, North Carolina administers a health care plan, a single employer defined benefit pension plan that provides a stipend for health insurance to retirees who have completed a specified number of years of service to the town and in service to local government. Employees who retire under the provisions of the North Carolina Local Government Employees' Retirement System (NCLGERS) and have at least 10 (ten) years of consecutive service with the Town and at least 25 years of service with the NCLGERS are eligible to participate in the Town's health care plan.

The Town's plan is not administered through a trust or equivalent arrangement. Accordingly, there are no assets accumulated in any trust.

The Town provides a portion of the total cost for individual coverage for retirees based on years of service at retirement. The amount paid by the Town is based on the current value of the monthly premium being paid by the town for group health insurance to current employees.

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Years of Service with the Town at Retirement	Years of Service with the NCLGERS at Retirement	Town Contribution
10-14	25	25%
15-19	25	50%
20 or more	25	75%

All full-time employees of the Town are covered by the Health Care Plan. At June 30, 2025, the Plan's membership consisted of:

Retirees and dependents receiving benefits	1
Active plan members	10
	11

***Total OPEB Liability***

The District's Total OPEB Liability (TOL) of \$393,888 was measured as of June 30, 2024, and was determined by an actuarial valuation as of June 30, 2023.

*Actuarial Assumptions and Other Inputs.* The total OPEB liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement unless otherwise specified:

**Paragraph 166:** Listed below is the information to be disclosed regarding the actuarial assumptions and other inputs used to measure the TOL. The complete set of actuarial assumptions and other inputs utilized in developing the TOL are outlined in Schedule C. The TOL was determined by an actuarial valuation as of June 30, 2023, using the following key actuarial assumptions and other inputs:

Inflation	2.50%
Real wage growth	0.75%
Wage inflation	3.25%
Salary Increases, including wage inflation:	
General employees	3.25% - 8.41%
Firefighters	3.25% - 8.15%
Law Enforcement	3.25% - 7.90%
Municipal Bond Index Rate:	
Prior measurement date	3.65%
Measurement date	3.93%
Health Care Cost Trends:	
Pre-Medicare	7.00% for 2023 decreasing to an ultimate rate of 4.50% by 2033
Medicare	5.125% for 2023 decreasing to an ultimate rate of 4.50% by 2026

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

The discount rate used to measure the TOL was based on the June average of the Bond Buyer General Obligation 20-year Municipal Bond Index published weekly by The Bond Buyer.

Mortality rates were based on the RP-2014 mortality tables, with adjustments for LGERS experience and generational mortality improvements using Scale MP-2015.

The demographic actuarial assumptions for retirement, disability incidence, withdrawal, and salary increases used in the June 30, 2023 valuation were based on the results of an actuarial experience study for the period January 1, 2015 – December 31, 2019, adopted by the LGERS.

The remaining actuarial assumptions (e.g., initial per capita costs, health care cost trends, rate of plan participation, rates of plan election, etc.) used in the June 30, 2023 valuation were based on a review of recent plan experience done concurrently with the June 30, 2023 valuation.

Paragraph 167(a): This paragraph requires disclosure of the sensitivity of the TOL to changes in the health care cost trend rates. The following exhibit presents the TOL of the Plan, calculated using the health care cost trend rates, as well as what the Plan's TOL would be if it were calculated using a health care cost trend rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate.

**Health Care Cost Trend Rate Sensitivity**

	1% Decrease	Current	1% Increase
Total OPEB Liability	\$ 307,910	\$ 393,888	\$ 512,183

Paragraph 167(b): This paragraph requires disclosure of the sensitivity of the TOL to changes in the discount rate. The following exhibit presents the TOL of the Plan, calculated using the discount rate of 3.93%, as well as what the Plan's TOL would be if it were calculated using a Discount Rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate.

**Discount Rate Sensitivity**

	1% Decrease (2.93%)	Current Discount Rate (3.93%)	1% Increase (4.93%)
Total OPEB Liability	\$ 491,525	\$ 393,888	\$ 319,934

**Town of Swansboro, North Carolina**  
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Paragraph 168(a)-(c): This paragraph requires a schedule of changes in the TOL. The needed information is shown in the following table:

<b>Changes in the TOL</b>	
Total OPEB Liability as of June 30, 2024	\$ 391,922
Changes for the year:	
Service Cost at the end of the year*	18,161
Interest on TOL and Cash Flows	14,811
Change in benefit terms	-
Difference between expected and actual experience	2,303
Changes of assumptions or other inputs	(24,615)
Benefit payments and implicit subsidy credit	(8,694)
Other	-
Net Changes	<u>1,966</u>
Total OPEB Liability as of June 30, 2025	<u><u>\$ 393,888</u></u>

\* The service cost includes interest for the year.

Paragraph 168(d): The employer does not have a special funding situation.

Paragraph 169(a): The TOL is based upon an actuarial valuation performed as of the Valuation Date, June 30, 2023. An expected TOL is determined as of June 30, 2023, the Prior Measurement Date, using standard roll back techniques. The roll back calculation begins with the TOL, as of the Measurement Date, June 30, 2024, adds the expected benefit payments for the year, deducts interest at the Discount Rate for the year, and then subtracts the annual Normal Cost (also called the Service Cost).

CMC has assumed no significant changes, other than the change in the Municipal Bond Index Rate, have occurred between the Valuation Date and the Measurement Date. If a significant change, other than the change in the Municipal Bond Index Rate, has occurred between the Valuation Date and the Measurement Date, an updated valuation may need to be performed.

Paragraph 169(b): Our understanding is that the employer does not have a special funding situation.

Paragraph 169(c): Since the Prior Measurement Date, the Discount Rate has changed from 3.65% to 3.93% due to a change in the Municipal Bond Rate.

Paragraph 169(d): There are no changes in benefit terms since the Prior Measurement Date.

Paragraph 169(e): No benefit payments are attributable to the purchase of allocated insurance contracts.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

Paragraph 169(f): CMC was not expected to supply this information.

Paragraph 169(g): Please see Section IV for the development of the OPEB Expense (OE).

Paragraph 169(h)(1)-(2): Since certain expense items are recognized over closed periods each year, the deferred portions of these items must be tracked annually. If the amounts will increase OPEB Expense, they are labeled Deferred Outflows of Resources. If they serve to reduce OPEB Expense, they are labeled Deferred Inflows of Resources. The recognition of these amounts is accomplished on a level dollar basis, with no interest included in the deferred amounts. Experience gains/losses and the impact of changes in actuarial assumptions or other inputs, if any, are recognized over the average expected remaining service life of the active and inactive Plan members at the beginning of the measurement period.

The following table provides a summary of the Deferred Outflows of Resources and Deferred Inflows of Resources as of June 30, 2025:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ -
Changes of assumptions or other inputs	- -	- -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>

There were no Town contributions subsequent to the measurement date for consideration.

Paragraph 169(h)(3): Our understanding is that the employer does not have a special funding situation.

Paragraph 169(h)(4): CMC was not expected to supply this information.

Paragraph 169(i)(1)-(2): Amounts reported as Deferred Outflows of Resources and Deferred Inflows of Resources related to OPEB benefits will be recognized in OPEB Expense as follows:

Measurement Period Ended June 30:

2026	\$ -
2027	- -
2028	- -
2029	- -
2030	- -
Thereafter	- -

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

Paragraph(i)(3): Our understanding is that the employer does not have a special funding situation.

Paragraph(j): CMC was not expected to supply this information.

**2. Other Employment Benefits**

The Town has also elected to provide death benefits to employees through the Death Benefit Plan for members of the Local Governmental Employees' Retirement System (Death Benefit Plan), a multiple-employer, State-administered, cost-sharing plan funded on a one-year term cost basis. The beneficiaries of those employees who die in active service after one year of contributing membership in the System, or who die within 180 days after retirement or termination of service and have at least one year of contributing membership service in the System at the time of death are eligible for death benefits. Lump sum death benefit payment to beneficiaries is equal to the employee's 12 highest months' salary in a row during the 24 months prior to the employee's death, but the benefit may not exceed \$50,000 or be less than \$25,000. All death benefit payments are made from the Death Benefit Plan. The Town has no liability beyond the payment of monthly contributions. The contributions to the Death Benefit Plan cannot be separated between the post-employment benefit amount and the other benefit amount. Contributions are determined as a percentage of monthly payroll based upon rates established annually by the State. Separate rates are set for employees not engaged in law enforcement and for law enforcement officers. The Town considers these contributions to be immaterial.

**3. Deferred Outflows and Inflows of Resources**

Deferred outflows of resources at year-end are comprised of the following:

Contributions to pension plan in current fiscal year	\$ 379,925
Benefit payments made and administrative expenses for LEOSSA subsequent to measurement date	1,966
Differences between expected and actual experience	344,544
Changes of assumptions	5,993
Net difference between projected and actual earnings on plan investments	264,630
Changes in proportion and differences between employer contributions and proportionate share of contributions	82,897
	<hr/> <u>\$ 1,079,955</u>

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

Deferred inflows of resources at year-end are comprised of the following:

	Statement of Net Position	General Fund Balance Sheet
Taxes receivable, less penalties (General Fund)	\$ -	\$ 63,598
Changes in assumptions	17,739	-
Leases	-	-
Differences between expected and actual experience	25,207	-
Net difference between projected and actual earnings on pension plan investments	-	-
Changes in proportion and differences between Town contributions and proportionate share of contributions	30,766	-
<b>Total</b>	<b><u>\$ 73,712</u></b>	<b><u>\$ 63,598</u></b>

**4. Risk Management**

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town participates in three self-funded risk financing pools administered by the North Carolina League of Municipalities. Through these pools, the Town obtains general liability and auto liability coverage of \$3 million per occurrence, property coverage up to the total insurance values of the property policy, and workers' compensation coverage up to statutory limits, and employee health coverage. The liability and property exposures are reinsured through commercial carriers for claims in excess of retentions as selected by the Board of Trustees each year. Stop loss insurance is purchased by the Board of Trustees to protect against large medical claims that exceed certain dollar cost levels. Specific information on the limit of the reinsurance, excess and stop loss policies purchased by the Board of Trustees can be obtained by contacting the Risk Management Services Department of the NC League of Municipalities. The pools are audited annually by certified public accountants, and the audited financial statements are available to the Town upon request.

The Town carries commercial coverage for all other risks of loss. There have been no significant reductions in insurance coverage in the prior year and settled claims have not exceeded coverage in any of the past three fiscal years.

The Town did not carry flood insurance during the year ended June 30, 2025. The Town has received all certifications for eligible properties but has not purchased flood insurance.

In accordance with G.S. 159-29, the Town's employees that have access to \$100 or more at any given time of the Town's funds are performance bonded through a commercial surety bond. The finance officer is individually bonded for \$850,000. The remaining employees that have access to funds are bonded under a blanket bond for \$50,000.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

**5. Claims, Judgments and Contingent Liabilities**

At June 30, 2025, the Town was a defendant in a lawsuit. In the opinion of the Town's management and the Town attorney, the ultimate effect of this legal matter will not have a material adverse effect on the Town's financial position.

**6. Long-term Obligations**

**a. Leases Payable**

The Town of Swansboro leases Self-Contained Breathing Apparatus (SCBA) equipment under a six-year term commencing on December 30, 2024, with a total present value of future lease payments of \$244,155. In accordance with GASB Statement No. 87, Leases, the Town recognizes a right-to-use (RTU) asset and a lease liability for the present value of the future lease payments.

**Principal and Interest Expected to Maturity**

Fiscal Year	Principal Payments	Interest Payments	Total Payments
2026	\$ 27,429	\$ 4,920	\$ 32,349
2027	\$ 29,016	\$ 4,252	\$ 33,268
2028	\$ 30,694	\$ 3,582	\$ 34,276
2029	\$ 63,268	\$ 2,895	\$ 66,163
2030	\$ 66,928	\$ 1,449	\$ 68,376

**b. Subscription Payable**

*Capital Assets and Depreciation.* Capital assets are defined by the government as assets with an initial, individual cost of more than a certain cost and an estimated useful life in excess of two years. Subscription-based information technology arrangements ("SBITA") minimum capitalization cost policies were established at \$50,000; minimum capitalization cost policies were established at \$2,000 for all other capital assets. Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated capital assets are recorded at their estimated fair value at the time of donation. General infrastructure assets acquired prior to July 1, 2003, consist of water and sewer system assets and improvements. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

*Subscription Based Information Technology Arrangements.* The Town has recorded Subscription-Based Information Technology Arrangement ("SBITA") assets and liabilities as a result of implementing GASB 96. The SBITA assets are initially measured at an amount equal to the initial measurement of the related SBITA liability plus any SBITA payments made prior to the subscription term, less SBITA incentives, and plus any ancillary charges necessary to place the SBITA into service. The SBITA assets are amortized on a straight-line basis over the life of the related contract. SBITAs which are based on variable payments (or user seats) are not recorded as subscription assets or liabilities and are expenses as incurred.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

For the year ended 06/30/2023, the financial statements include the adoption of GASB Statement No. 96, Subscription-Based information Technology Arrangements (SBITAs). The primary objective of this statement is to provide guidance on accounting for and disclosing SBITAs. SBITAs are contracts where a vendor provides access to one or more software applications or information technology services where the customer pays a subscription fee for access to those services. This statement establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. For additional information, refer to the disclosures below.

On 09/30/2021, the Town of Swansboro entered into a 48-month lease as a Lessee for the use of NC ERP Pro 10 Financial Software from Tyler Technologies. An initial subscription liability was recorded in the amount of \$88,432. The lessee is required to make annual fixed payments of \$38,392. The infrastructure estimated useful life was 0 months as of the contract commencement. The value of the deferred inflow of resources as of 06/30/2025 was \$0, and the Town of Swansboro recognized a subscription liability of \$0 during the fiscal year.

	Beginning		Ending		Current Portion of Balance
	Balances		Balances		
	July 1, 2024	Increases	Decreases	June 30, 2025	
Subscription liabilities	\$ 38,392	\$ -	\$ 38,392	\$ -	\$ -

SBITA debt service requirements to maturity are as follows:

**Principal and Interest Expected to Maturity**

Governmental Activities			
Fiscal Year	Principal Payments	Interest Payments	Total Payments
2025	\$ -	\$ -	\$ -

For the year ended June 30, 2025, the Town had SBITAs with variable payments that were based on user seats.

For the year ended June 30, 2025, the Town had no other payments, such as termination penalties, not previously included in the measurement of the subscription liability.

For the year ended June 30, 2025, the Town had no commitments under SBITAs before the commencement of the subscription term or any losses associated with an impairment.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

**c. Notes from Direct Placements**

In March 2013, the Town entered into a note agreement to refinance the installment purchase contracts for the town hall annex and tanker truck in the amount of \$1,034,486. The note agreement requires principal payments beginning in 2014, with an interest rate of 2.69% for 15 years.

In November 2016, the Town entered into a financing agreement to finance the purchase of a fire truck in the amount of \$425,000. The note will be paid in annual installments of \$47,512 at an interest rate of 2.08% for 10 years.

In December 2016, the Town entered into a financing agreement to finance the renovation of the former town hall for the Sleeping Quarters capital project in the amount of \$250,000. The note will be paid in annual installments at an interest rate of 2.43% for 10 years.

In June 2022, the Town entered into a financing agreement to finance vehicles and equipment in the amount of \$110,700. The note will be paid in annual installments of \$22,970 at an interest rate of 1.84% for 5 years.

In February 2025, the Town entered into a financing agreement with First Citizens Bank to finance the purchase of a John Deere Tractor and a Dump Truck in the amount of \$254,500. The note will be paid in annual instalments of \$58,490 at an interest rate of 4.82% for 5 years.

In January 2025, the Town entered into a financing agreement with Truist Bank to finance the purchase of various vehicles in the amount of \$570,000. The note will be paid in annual installments of \$131,934 at an interest rate of 4.40% for 5 years.

The future minimum payments of the installment purchase as of June 30, 2025, including \$121,256 of interest, are as follows:

<u>Year Ended June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Interest</u>
2025	\$ 324,413	\$ 45,088	\$ 369,501
2026	311,721	34,156	345,877
2027	249,584	23,173	272,757
2028	174,655	13,379	188,034
2029	124,083	5,460	129,543
2030-2034	-	-	-
<b>Total</b>	<b><u>\$ 1,184,456</u></b>	<b><u>\$ 121,256</u></b>	<b><u>\$ 1,305,712</u></b>

At June 30, 2025, the Town of Swansboro, North Carolina had a legal debt margin of \$58,077,167.

**d. Changes in Long-term Liabilities**

Compensated absences, pension liabilities and OPEB liabilities for governmental activities have typically been liquidated in the General fund.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

Governmental Activities:	Beginning			Ending Balance	Current Portion of Balance
	Balance	Increases	Decreases		
Notes from direct placements	\$ 916,182	\$ 349,860	\$ 301,726	\$ 964,316	\$ 287,501
Subscription liability	38,392	-	38,392	-	-
Total pension liability (LEO)	79,936	18,547	-	98,483	1,966
Net pension liability (LGERS)	1,605,827	243,378	-	1,849,205	-
Total OPEB liability	372,326	1,868	-	374,194	8,694
Compensated absences	877,923	52,586	199,293	731,216	135,583
<b>Total</b>	<b>\$ 3,890,586</b>	<b>\$ 666,239</b>	<b>\$ 539,411</b>	<b>\$ 4,017,414</b>	<b>\$ 433,744</b>

Business-type Activities:	Beginning			Ending Balance	Current Portion of Balance
	Balance	Increases	Decreases		
Notes from direct placements	\$ -	\$ 226,172	\$ 6,032	\$ 220,140	\$ 36,912
Net pension liability (LGERS)	84,517	12,810	-	97,327	-
Total OPEB liability	19,596	98	-	19,694	-
Compensated absences	7,177	-	1,837	5,340	1,068
<b>Total</b>	<b>\$ 111,290</b>	<b>\$ 239,080</b>	<b>\$ 7,869</b>	<b>\$ 342,501</b>	<b>\$ 37,980</b>

Notes from direct placements are collateralized by capital assets with a carrying value of \$1,278,597.

The Town's outstanding note from direct placements related to governmental activities of \$50,000 (Sleeping Quarters) is secured with collateral of the building and property. The note contains provision that an event of default would result in: (1) declare the unpaid principal components of the Installment Payments immediately due and payable, (2) proceed by appropriate court action to enforce the Town's performance of the applicable covenants of this Agreement or to recover for the breach thereof, (3) as provided in the Project Fund Agreement, pay over any balance remaining in the Project Fund to be applied against outstanding Required Payments in any manner BB&T may reasonably deem appropriate, and (4) avail itself of all available remedies under the Agreement, including execution and foreclosure and recovery of attorney's fees and other expenses.

The Town's outstanding note from direct placements related to governmental activities of \$92,139 (Fire Truck, Vehicles & Equipment) is secured with collateral of the personal property purchased. The note contains provision that an event of default would result in: (1) declare the unpaid principal components of the Installment Payments immediately due and payable, (2) proceed by appropriate court action to enforce the Town's performance of the applicable covenants of this Agreement or to recover for the breach thereof, (3) as provided in the Project Fund Agreement, pay over any balance remaining in the Project Fund to be applied against outstanding Required Payments in any manner BB&T may reasonably deem appropriate, and (4) avail itself of all available remedies under the Agreement, including execution and foreclosure and recovery of attorney's fees and other expenses.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

The Town's outstanding note from direct placements related to governmental activities of \$241,086 (Town Hall Annex and Tanker) is secured with collateral of the building and property improved. The note contains provision that an event of default would result in: (1) declare the unpaid principal components of the Installment Payments immediately due and payable, (2) proceed by appropriate court action to enforce the Town's performance of the applicable covenants of this Agreement or to recover for the breach thereof, (3) as provided in the Project Fund Agreement, pay over any balance remaining in the Project Fund to be applied against outstanding Required Payments in any manner BB&T may reasonably deem appropriate, and (4) avail itself of all available remedies under the Agreement, including execution and foreclosure and recovery of attorney's fees and other expenses.

The Town's outstanding note from direct placements related to governmental activities of \$22,955 (vehicles and equipment) is secured with collateral of the personal property purchased. The note contains provision that an event of default would result in: (1) declare the unpaid principal components of the Installment Payments immediately due and payable, (2) proceed by appropriate court action to enforce the Town's performance of the applicable covenants of this Agreement or to recover for the breach thereof, (3) as provided in the Project Fund Agreement, pay over any balance remaining in the Project Fund to be applied against outstanding Required Payments in any manner BB&T may reasonably deem appropriate, and (4) avail itself of all available remedies under the Agreement, including execution and foreclosure and recovery of attorney's fees and other expenses.

The Town's outstanding note from direct placements related to governmental activities of \$208,276 (vehicles and equipment) is secured with collateral of the personal property purchased. The note contains provision that an event of default would result in: (1) declare the unpaid principal components of the Installment Payments immediately due and payable, (2) proceed by appropriate court action to enforce the Town's performance of the applicable covenants of this Agreement or to recover for the breach thereof, (3) as provided in the Project Fund Agreement, pay over any balance remaining in the Project Fund to be applied against outstanding Required Payments in any manner First Citizens Bank may reasonably deem appropriate, and (4) avail itself of all available remedies under the Agreement, including execution and foreclosure and recovery of attorney's fees and other expenses.

The Town's outstanding note from direct placements related to governmental activities of \$570,000 (vehicles and equipment) is secured with collateral of the personal property purchased. The note contains provision that an event of default would result in: (1) declare the unpaid principal components of the Installment Payments immediately due and payable, (2) proceed by appropriate court action to enforce the Town's performance of the applicable covenants of this Agreement or to recover for the breach thereof, (3) as provided in the Project Fund Agreement, pay over any balance remaining in the Project Fund to be applied against outstanding Required Payments in any manner First Citizens Bank may reasonably deem appropriate, and (4) avail itself of all available remedies under the Agreement, including execution and foreclosure and recovery of attorney's fees and other expenses.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

**C. Interfund Balances and Activity**

Transfers to/from other funds at June 30, 2025, consist of the following:

From the General Fund to the Capital Reserve Fund for future purchases	10,600
From the General Fund to the Swansboro Bicentennial Park Extension	
for project start-up expenses	67,900
Total	<u>\$ 78,500</u>

Transfers are used to move unrestricted revenues to finance various programs that the government must account for in other funds in accordance with budgetary authorizations, including amounts provided matching funds for various grant programs.

**D. Net Investment in Capital Assets**

	Governmental	Business-type
Capital assets	\$ 7,083,447	\$ 352,845
Less: long-term debt	964,316	220,140
Net Investment in Capital Assets	<u>\$ 6,119,131</u>	<u>\$ 132,705</u>

**E. Fund Balance**

The following schedule provides management and citizens with information on the portion of General fund balance that is available for appropriation:

Total fund balance - General Fund	\$ 4,989,424
Less:	
Stabilization by State Statute	408,348
Streets-Powell Bill	133,665
Appropriated Fund Balance in 2026 Budget	773,654
Remaining Fund Balance	<u>\$ 3,673,757</u>

**IV. Jointly Governed Organization**

The Town, in conjunction with 9 counties and 46 municipalities, established the East Carolina Council of Governments (Council). The participating governments established the Council to coordinate various funding received from federal and State agencies. Each participating government appoints one member to the Council's governing board. The Town considers the membership fees paid to the Council during the fiscal year ended June 30, 2025 to be immaterial. The Town has no equity interest, nor does the town materially contribute to the continued existence of the Council. The Town's interests are other than financial.

**Town of Swansboro, North Carolina**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2025**

**V. Summary Disclosure of Significant Contingencies**

***Federal and State Assisted Programs***

The Town has received proceeds from several federal and State grants. Periodic audits of these grants are required, and certain costs may be questioned as not being appropriate expenditures under the grant agreements. Such audits could result in the refund of grant moneys to the grantor agencies. Management believes that any required refunds will be immaterial. No provision has been made in the accompanying financial statements for the refund of grant monies.

**VI. Change in Accounting Principle**

Effective for the fiscal year ending June 30, 2025, the Town of Swansboro adopted Governmental Accounting Standards Board (GASB) Statement No. 101, Compensated absences. This new standard provides updated recognition and measurement guidance for compensated absences, aiming to improve consistency and more appropriately reflect a government's obligation to employees for leave. The primary change from the previous standard is the recognition of a liability for leave that is used by employees, in addition to unused leave, at the employee's current pay rate. This includes liabilities primarily for vacation and estimated sick time that will be used by employees and paid by the Town. For the year ended, June 30, 2025, the Town's implementation of this standard resulted in recording an additional liability of \$752,907 to the liability for compensated absences for the estimated sick leave that will "more likely than not" eventually be used by employees and paid by the Town as of June 30, 2024. This amount was considered significant and required a prior period adjustment to reduce beginning net position of the Governmental Activities in the government-wide statements by \$752,907.

**VII. Subsequent Events**

As of November 22, 2025, the date of completion of the financial statements, there were no material subsequent events that were required to be reported.

## Required Supplemental Financial Data

This section contains additional information required by generally accepted accounting principles.

- Schedule of Proportionate Share of Net Pension Liability for Local Government Employees' Retirement Schedule
- Schedule of Contributions to Local Government Employees' Retirement System
- Schedule of Changes in Total Pension Liability
- Schedule of Total Pension Liability as a Percentage of Covered Payroll
- Schedule of Changes in the Total OPEB Liability

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**Town of Swansboro, North Carolina**  
**Town of Swansboro's Proportionate Share of Net Pension Liability (Asset)**  
**Required Supplementary Information**  
**Last Ten Fiscal Years**

**Local Government Employees' Retirement System**

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Town of Swansboro's proportion of the net pension liability (asset) (%)	0.02887%	0.02552%	0.02628%	0.02512%	0.02393%	0.02172%	0.02179%	0.02138%	0.01978%	0.02512%
Town of Swansboro's proportion of the net pension liability (asset) (\$)	\$ 1,946,532	\$ 1,690,344	\$ 1,482,567	\$ 385,239	\$ 855,121	\$ 593,156	\$ 516,933	\$ 326,627	\$ 419,798	\$ 112,737
Town of Swansboro's covered-employee payroll	\$ 2,462,006	\$ 1,923,342	\$ 1,868,987	\$ 1,664,582	\$ 1,618,540	\$ 1,395,261	\$ 1,359,899	\$ 1,294,306	\$ 1,098,158	\$ 1,197,066
Town of Swansboro's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	79.06%	87.89%	79.32%	23.14%	52.83%	42.51%	38.01%	25.24%	38.23%	9.42%
Plan fiduciary net position as a percentage of the total pension liability	82.35%	86.07%	85.14%	95.51%	91.63%	94.18%	91.47%	98.09%	99.07%	102.64%

**Town of Swansboro, North Carolina**  
**Town of Swansboro's Contributions**  
**Required Supplementary Information**  
**Last Nine Fiscal Years**

**Local Government Employees' Retirement System**

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Contractually required contribution	\$ 379,925	\$ 324,820	\$ 238,317	\$ 217,512	\$ 173,652	\$ 149,972	\$ 112,470	\$ 105,976	\$ 97,659	\$ 78,302
Contributions in relation to the contractually required contributions	379,925	324,820	238,317	217,512	173,652	149,972	112,470	105,976	97,659	78,302
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town of Swansboro's covered-employee payroll	\$ 2,718,585	\$ 2,462,006	\$ 1,923,342	\$ 1,868,987	\$ 1,664,582	\$ 1,618,540	\$ 1,395,261	\$ 1,359,899	\$ 1,294,306	\$ 1,098,158
Contributions as a percentage of covered-employee payroll	13.98%	13.19%	12.39%	11.64%	10.43%	9.27%	8.06%	7.79%	7.55%	7.13%

**Town of Swansboro, North Carolina**  
**Schedule of Changes in Total Pension Liability**  
**Law Enforcement Officers' Special Separation Allowance**  
**June 30, 2025**

	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Beginning balance	\$ 79,936	\$ 70,108	\$ 86,581	\$ 108,015	\$ 75,611	\$ 63,708	\$ 70,646	\$ 95,469
Service cost	15,547	13,550	19,525	19,576	13,322	10,609	8,953	6,719
Interest	3,197	3,022	1,948	2,017	2,270	2,101	2,044	3,454
Changes of benefit terms	-	-	-	-	-	-	-	-
Differences between expected and actual experience in the measurement of the total pension liability	3,849	(9,864)	(12,301)	(32,207)	945	8,795	(3,986)	(27,478)
Changes of assumptions or other inputs	(4,046)	3,120	(25,645)	(3,846)	27,823	2,354	(1,993)	4,438
Benefit payments	-	-	-	(6,974)	(11,956)	(11,956)	(11,956)	(11,956)
Other changes	-	-	-	-	-	-	-	-
Ending balance of the total pension liability	<b>\$ 98,483</b>	<b>\$ 79,936</b>	<b>\$ 70,108</b>	<b>\$ 86,581</b>	<b>\$ 108,015</b>	<b>\$ 75,611</b>	<b>\$ 63,708</b>	<b>\$ 70,646</b>

The amounts presented for each fiscal year were determined as of the prior fiscal year ending December 31.

**Town of Swansboro, North Carolina**  
**Schedule of Total Pension Liability as a Percentage of Covered Payroll**  
**Law Enforcement Officers' Special Separation Allowance**  
**June 30, 2025**

	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Total pension liability	\$ 98,483	\$ 79,936	\$ 70,108	\$ 86,581	\$ 108,015	\$ 75,611	\$ 63,708	\$ 70,646
Covered-employee payroll	589,709	520,848	641,569	598,345	587,045	474,898	437,602	401,145
Total pension liability as a percentage of covered payroll	16.70%	15.35%	10.93%	14.47%	18.40%	15.92%	14.56%	17.61%

Notes to the schedules:

The Town of Swansboro has no assets accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement 73 to pay related benefits.

**Town of Swansboro, North Carolina**  
**Schedule of Changes in the Total OPEB Liability and Related Ratios**  
**June 30, 2025**

<b>Total OPEB Liability</b>	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Service Cost	\$ 18,161	\$ 26,113	\$ 40,892	\$ 72,798	\$ 44,160	\$ 66,334	\$ 71,196
Interest	14,811	16,024	12,664	17,902	18,037	26,975	23,521
Change in benefit terms	-	-	-	-	-	(113,072)	-
Difference between expected and actual experience	2,303	(71,060)	(200)	(275,274)	592	(183,249)	(3,447)
Changes of assumptions or other inputs	(24,615)	(2,776)	(166,460)	(1,488)	208,822	(14,186)	(53,792)
Benefit payments and implicit subsidy credit	(8,694)	(5,769)	(5,769)	(5,769)	(5,360)	(4,779)	(4,703)
Net Change in Total OPEB Liability	1,966	(37,468)	(118,873)	(191,831)	266,251	(221,977)	32,775
Total OPEB Liability - beginning	391,922	429,390	548,263	740,094	473,843	695,820	663,045
Total OPEB Liability - ending	<u>\$ 393,888</u>	<u>\$ 391,922</u>	<u>\$ 429,390</u>	<u>\$ 548,263</u>	<u>\$ 740,094</u>	<u>\$ 473,843</u>	<u>\$ 695,820</u>
Covered-employee Payroll	\$ 566,237	\$ 566,237	\$ 876,805	\$ 876,805	\$ 1,106,396	\$ 1,106,396	\$ 1,231,757
Total OPEB Liability as a Percentage of Covered Employee Payroll	69.56%	69.22%	48.97%	62.53%	66.89%	42.83%	56.49%

**Notes to Schedule**

Changes of Assumptions: Changes of assumptions and other inputs reflect the effects of changes in the discount rate of each period. The following are the discount rates used in each period:

<b>Fiscal Year</b>	<b>Rate</b>
2025	0.00%
2024	3.65%
2023	3.54%
2022	2.16%
2021	2.21%
2020	3.50%
2019	3.89%
2018	3.56%

Information on this schedule will report 10 years' information once the 10<sup>th</sup> year of implementation occurs.

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## **Individual Fund Statements and Schedules**

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**Town of Swansboro, North Carolina**

**General Fund**

**Item IV - a.**

**Schedule of Revenues, Expenditures, and  
Changes in Fund Balances - Budget and Actual**

**For the Fiscal Year Ended June 30, 2025**

**(With Comparative Actual Amounts for the Year Ended June 30, 2024)**

	Final Budget	Actual 2025	Variance Positive (Negative)	Actual 2024
<b>Revenues</b>				
Ad Valorem Taxes:				
Current year	\$ 2,539,815	\$ 2,536,419		
Prior year	18,857	24,174		
Penalties and interest	10,062	9,957		
Total	<u>\$ 2,515,739</u>	<u>\$ 2,568,734</u>	<u>\$ 52,995</u>	<u>\$ 2,570,550</u>
Other Taxes and Licenses:				
Occupancy tax	\$ 123,191	\$ 121,780		
Animal taxes	-	-		
Total	<u>\$ 123,112</u>	<u>\$ 123,191</u>	<u>\$ 79</u>	<u>\$ 121,780</u>
Unrestricted Intergovernmental:				
Utility franchise tax	\$ 300,916	\$ 273,858		
Local option sales tax	1,594,977	1,498,693		
Beer and wine tax	17,859	21,050		
ABC profit distribution	45,056	49,653		
Tax refunds	14,415	13,147		
Administrative fees	6,445	13,230		
Total	<u>\$ 1,683,010</u>	<u>\$ 1,979,668</u>	<u>\$ 296,658</u>	<u>\$ 1,869,631</u>
Restricted Intergovernmental:				
Powell Bill allocation	\$ 143,997	\$ 126,626		
Various State and local grants	91,774	110,917		
County - fire department	414,757	380,977		
Solid waste disposal tax	-	-		
Total	<u>\$ 1,354,151</u>	<u>\$ 650,528</u>	<u>\$ (703,623)</u>	<u>\$ 618,520</u>
Permits and Fees:				
Building permits and inspection fees	\$ 137,744	\$ 109,050		
Planning and zoning fees	42,966	11,419		
Court and police fees	16,495	12,463		
Recreation contract fees	67,429	80,413		
Marina fees	43,475	41,590		
Festivals and events	96,939	88,485		
Lease income	44,654	89,521		
Cost recovery fees	6,326	-		
Total	<u>\$ 447,784</u>	<u>\$ 456,028</u>	<u>\$ 8,244</u>	<u>\$ 432,941</u>
Sales and Services:				
Homeowners recovery fund	500	460	(40)	490
Investment Earnings	<u>124,560</u>	<u>272,846</u>	<u>148,286</u>	<u>308,660</u>
Miscellaneous:				
Miscellaneous income	\$ 20,649	\$ 1,824		
Insurance proceeds	40,122	37,084		
Sale of capital assets	12,421	1,500		
ONWASA reimbursements	35,000	32,083		
Total	<u>\$ 128,837</u>	<u>\$ 108,192</u>	<u>\$ (20,645)</u>	<u>\$ 72,491</u>

**Town of Swansboro, North Carolina**

**General Fund**

**Item IV - a.**

**Schedule of Revenues, Expenditures, and  
Changes in Fund Balances - Budget and Actual**

**For the Fiscal Year Ended June 30, 2025**

**(With Comparative Actual Amounts for the Year Ended June 30, 2024)**

	<u>Final Budget</u>	<u>Actual 2025</u>	Variance Positive (Negative)	Actual 2024
<b>Contributions:</b>				
Donations - Memorial Trees				\$ -
Donations - Park		57		120
Donations - Police		9,409		639
Donations - Fire Department		8,843		45
Total	<u>\$ 15,409</u>	<u>\$ 18,309</u>	<u>\$ 2,900</u>	<u>\$ 804</u>
<b>Total Revenues</b>	<b><u>\$ 6,393,102</u></b>	<b><u>\$ 6,177,956</u></b>	<b><u>\$ (215,146)</u></b>	<b><u>\$ 5,995,867</u></b>
<b>Expenditures</b>				
<b>Governing Body:</b>				
Salaries - elected officials		\$ 8,145		\$ 9,419
FICA		623		721
Community relations		1,343		1,666
Miscellaneous		2,101		8,700
Supplies		641		1,528
Election expense		-		8,968
Travel		100		3,832
Contributions		29,062		7,500
Total	<u>\$ 48,595</u>	<u>\$ 42,015</u>	<u>\$ 6,580</u>	<u>\$ 42,334</u>
<b>Administration:</b>				
Salaries and wages		\$ 293,560		\$ 279,253
FICA		22,449		21,469
Group insurance		15,426		23,896
Retirement		60,641		33,012
Employee allowances		1,483		16,809
Department supplies		237		1,284
Dues & subscriptions		10,815		8,301
Miscellaneous		-		75
Professional services		9,749		11,450
Travel		5,906		12,464
Capital outlay		-		-
Capital outlay (non-capitalized)		80		-
Total	<u>\$ 432,052</u>	<u>\$ 420,346</u>	<u>\$ 11,706</u>	<u>\$ 408,013</u>
<b>Public Buildings:</b>				
Salaries and wages		\$ 73,821		\$ 70,000
FICA		5,696		5,400
Group insurance		13,114		10,693
Retirement		10,260		9,110
Employee allowances		513		594
Maintenance and renovations		8,608		8,708
Vehicle maintenance		4,238		4,822
Professional services		-		43,312
Supplies		8,468		8,570
Utilities		70,260		67,500
Miscellaneous		1,228		-
Capital outlay		33,971		5,760
Capital outlay (non-capitalized)		1,373		1,455
Total	<u>\$ 310,054</u>	<u>\$ 231,550</u>	<u>\$ 78,504</u>	<u>\$ 235,924</u>

**Town of Swansboro, North Carolina**

**General Fund**

**Item IV - a.**

**Schedule of Revenues, Expenditures, and  
Changes in Fund Balances - Budget and Actual**

**For the Fiscal Year Ended June 30, 2025**

**(With Comparative Actual Amounts for the Year Ended June 30, 2024)**

	<u>Final Budget</u>	<u>Actual 2025</u>	Variance Positive (Negative)	Actual 2024
<b>Legal:</b>				
Professional services	\$ 63,000	\$ 58,662	\$ 4,338	\$ 58,223
<b>Finance:</b>				
Salaries and wages	\$ 165,100	\$ 166,615		
FICA	12,485		12,325	
Group Insurance	14,603		17,890	
Retirement	30,512		24,451	
Employee allowances	550		1,425	
Miscellaneous	-		-	
Office supplies	2,577		3,037	
Department supplies	2,399		1,257	
Dues & subscriptions	1,298		499	
Fees	11,628		5,406	
Professional service	20,042		17,837	
Tax collection	30,600		34,545	
Travel	3,052		2,378	
Capital outlay	-		-	
Capital outlay (non-capitalized)	-		-	
<b>Total</b>	<b>\$ 315,178</b>	<b>\$ 294,846</b>	<b>\$ 20,332</b>	<b>\$ 287,665</b>
<b>Total General Government</b>	<b>\$ 1,168,879</b>	<b>\$ 1,047,419</b>	<b>\$ 121,460</b>	<b>\$ 1,032,159</b>
<b>Police and Fire:</b>				
Salaries and wages	\$ 1,534,484	\$ 1,433,639		
FICA	117,471		109,612	
Insurance	26,769		532	
Group insurance	181,314		163,517	
Retirement	248,140		216,937	
Employee allowances	221		8,375	
Automotive supplies	51,223		56,980	
Department supplies	10,948		8,090	
Dues & subscriptions	2,721		2,411	
Fire prevention	1,807		-	
Maintenance - building	-		-	
Maintenance - equipment	8,768		9,156	
Maintenance - vehicle	52,846		40,267	
Miscellaneous	12,512		5,121	
Professional services	17,028		15,762	
Telephone	8,858		8,414	
Travel	15,056		8,413	
Uniforms	8,378		11,863	
Utilities	244		240	
Volunteer retention	18,541		10,027	
Capital outlay	279,576		50,827	
Capital outlay (non-capitalized)	51,109		97,472	
<b>Total</b>	<b>\$ 3,573,274</b>	<b>\$ 2,648,014</b>	<b>\$ 925,260</b>	<b>\$ 2,257,655</b>

**Town of Swansboro, North Carolina**

**General Fund**

**Item IV - a.**

**Schedule of Revenues, Expenditures, and  
Changes in Fund Balances - Budget and Actual  
For the Fiscal Year Ended June 30, 2025  
(With Comparative Actual Amounts for the Year Ended June 30, 2024)**

	Final Budget	Actual 2025	Variance Positive (Negative)	Actual 2024
<b>Planning:</b>				
Salaries and wages	\$ 258,983	\$ 267,686		
FICA	19,050	19,737		
Group insurance	40,304	26,098		
Retirement	39,671	34,797		
Employee allowances	1,100	1,906		
Automotive supplies	3,076	1,189		
Department supplies	359	465		
Professional services	988	1,286		
Miscellaneous	2,517	1,365		
Travel	1,687	5,987		
Dues and subscriptions	29,818	410		
Capital outlay	\$ 404,807	\$ 397,553	\$ 7,254	\$ 361,096
<b>Total</b>	<b>\$ 404,807</b>	<b>\$ 397,553</b>	<b>\$ 7,254</b>	<b>\$ 361,096</b>
<b>Emergency Management:</b>				
Telephone	\$ 2,297	\$ -		
Maintenance - vehicles	13	6,586		
Automotive supplies	2,103	1,282		
Department supplies	514	3,629		
Professional services	6,893	2,135		
Miscellaneous	1,104	1,068		
Capital outlay (non-capitalized)	813	4,763		
<b>Total</b>	<b">\$ 15,708</b">	<b>\$ 13,737</b>	<b>\$ 1,971</b>	<b>\$ 19,463</b>
<b>Total Public Safety</b>	<b>\$ 3,993,789</b>	<b>\$ 3,059,304</b>	<b>\$ 934,485</b>	<b>\$ 2,638,214</b>
<b>Transportation:</b>				
<b>Streets and Highways:</b>				
Salaries and wages	\$ 132,338	\$ 127,201		
FICA	10,345	9,928		
Group insurance	22,119	19,805		
Retirement	18,573	16,868		
Employee allowances	1,912	1,922		
Automotive supplies	2,917	3,564		
Department supplies	633	147		
Christmas lights	28,041	-		
Maintenance - building	-	1,467		
Maintenance - equipment	636	861		
Maintenance - traffic signs	2,951	460		
Maintenance - storm drains	-	-		
Maintenance - streets	323	10,933		
Maintenance - vehicles	224	-		
Sidewalk repairs	-	3,170		
Street lights	57,765	57,997		
Miscellaneous	-	-		
Professional services	-	-		
Travel	-	299		
Telephone	-	-		
Uniforms	2,045	1,677		
Utilities	-	-		
Capital outlay	644,256	150		
Capital outlay (non-capitalized)	1,949	2,328		
<b>Total</b>	<b>\$ 1,445,615</b>	<b>\$ 927,027</b>	<b>\$ 518,588</b>	<b>\$ 258,777</b>

**Town of Swansboro, North Carolina**

**General Fund**

**Item IV - a.**

**Schedule of Revenues, Expenditures, and  
Changes in Fund Balances - Budget and Actual**

**For the Fiscal Year Ended June 30, 2025**

**(With Comparative Actual Amounts for the Year Ended June 30, 2024)**

	<u>Final Budget</u>	<u>Actual 2025</u>	Variance Positive (Negative)	Actual 2024
State Street - Aid:				
Maintenance - streets	\$ 155,527	\$ 145,426	\$ 10,101	\$ 38,798
Total Transportation	<u>\$ 1,601,142</u>	<u>\$ 1,072,453</u>	<u>\$ 528,689</u>	<u>\$ 297,575</u>
Economic Development:				
Tourism Development Authority		\$ 119,449		\$ 121,052
Festivals		116,547		121,415
Old Town Hall		-		-
Church Street Dock		122,315		85,310
Total Economic Development	<u>\$ 359,147</u>	<u>\$ 358,311</u>	<u>\$ 836</u>	<u>\$ 327,777</u>
Cultural and Recreation:				
Parks and Recreation:				
Salaries and wages	\$ 206,621			\$ 186,539
FICA	16,039			15,381
Group insurance	18,501			14,861
Retirement	25,163			20,532
Employee allowances	1,600			2,950
Automotive supplies	1,901			2,025
Department supplies	5,962			15,767
Insurance	-			-
Miscellaneous	5,100			4,225
Maintenance - building	6,815			10,876
Maintenance - vehicles	1,129			1,780
Maintenance - equipment	8,696			10,043
Professional services	23,216			20,378
Travel	3,481			3,473
Utilities	1,418			1,358
Capital outlay	-			5,801
Capital outlay (non-capitalized)	1,708			5,605
Total Cultural and Recreation	<u>\$ 376,013</u>	<u>\$ 327,350</u>	<u>\$ 48,663</u>	<u>\$ 321,594</u>
General Services:				
Miscellaneous	\$ 6,227			\$ 14,287
Supplies	1,533			-
Insurance	178,206			172,887
Services	91,791			121,195
Telephone	9,496			9,382
Maintenance - equipment	91			508
Utilities	6,149			6,180
Total General Services	<u>\$ 358,394</u>	<u>\$ 293,493</u>	<u>\$ 64,901</u>	<u>\$ 324,439</u>

**Town of Swansboro, North Carolina**

**General Fund**

**Item IV - a.**

**Schedule of Revenues, Expenditures, and  
Changes in Fund Balances - Budget and Actual**

**For the Fiscal Year Ended June 30, 2025**

**(With Comparative Actual Amounts for the Year Ended June 30, 2024)**

	Final Budget	Actual 2025	Variance Positive (Negative)	Actual 2024
<b>Debt Service:</b>				
Principal retirement		\$ 340,118	\$ -	\$ 251,392
Interest and other charges		24,032	-	5,732
Total Debt Service	<u>\$ 365,936</u>	<u>\$ 364,150</u>	<u>\$ 1,786</u>	<u>\$ 257,124</u>
 <b>Total Expenditures</b>	 <u>\$ 8,223,300</u>	 <u>\$ 6,522,480</u>	 <u>\$ 1,700,820</u>	 <u>\$ 5,198,882</u>
 <b>Revenues Over Expenditures</b>	 <u>\$ (1,830,198)</u>	 <u>\$ (344,524)</u>	 <u>\$ 1,485,674</u>	 <u>\$ 796,985</u>
 <b>Other Financing Sources (Uses)</b>				
Loan issuance	\$ 570,000	\$ 349,860	\$ (220,140)	\$ 254,500
Sale of capital assets	-	-	-	-
Transfers in:				
Capital Reserve and Capital Projects	-	-	-	6,166
Transfers out:				
Waterfront Plan Implementation	-	-	-	-
Capital Reserve	(10,600)	(10,600)	-	(169,730)
Other	(67,900)	(67,900)	-	(141,450)
Stormwater Fund	-	-	-	(440)
Solid Waste Enterprise Fund	-	-	-	-
Total Other Financing Sources (Uses)	<u>\$ 491,500</u>	<u>\$ 271,360</u>	<u>\$ (220,140)</u>	<u>\$ (50,954)</u>
 Fund balance appropriated	 <u>\$ 1,338,698</u>	 <u>\$ -</u>	 <u>\$ (1,338,698)</u>	 <u>\$ -</u>
 <b>Net Change in Fund Balance</b>	 <u>\$ -</u>	 <u>\$ (73,164)</u>	 <u>\$ (73,164)</u>	 <u>\$ 746,031</u>
Fund Balance, beginning	5,062,588			4,316,557
Fund Balance, ending	<u>\$ 4,989,424</u>			<u>\$ 5,062,588</u>

**Town of Swansboro, North Carolina**  
**Capital Project Fund - State Capital Infrastructure Fund**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**From Inception and For the Fiscal Year Ended June 30, 2025**

Item IV - a.

	<u>Project Authorization</u>	<u>Actual</u>			<u>Variance</u>
	<u>Prior Years</u>	<u>Current Year</u>	<u>Total to Date</u>		<u>Positive (Negative)</u>
<b>Revenues:</b>					
State grant	\$ 9,000,000	\$ 19,520	\$ 19,367	\$ 38,887	\$ (8,961,113)
Investment earnings	-	175,556	381,092	556,648	556,648
Total Revenues	<u>\$ 9,000,000</u>	<u>\$ 195,076</u>	<u>\$ 400,459</u>	<u>\$ 595,535</u>	<u>\$ (8,404,465)</u>
<b>Expenditures:</b>					
Capital outlay	<u>9,000,000</u>	<u>20,082</u>	<u>18,805</u>	<u>38,887</u>	<u>8,961,113</u>
Revenues Over (Under) Expenditures	\$ -	\$ 174,994	\$ 381,654	\$ 556,648	\$ 556,648
<b>Other Financing Sources:</b>					
Transfer in	-	-	-	-	-
Revenues and Other Financing Sources Over (Under) Expenditures	<u>\$ -</u>	<u>\$ 174,994</u>	<u>\$ 381,654</u>	<u>\$ 556,648</u>	<u>\$ 556,648</u>
<b>Fund Balance:</b>					
Beginning of year, July 1			<u>174,994</u>		
End of year, June 30			<u>\$ 556,648</u>		

## Nonmajor Governmental Funds

The following funds are Capital Project Funds of the Town of Swansboro that are combined as Nonmajor Governmental Funds.

- Master Plan Project
- Park & Recreation Reserve
- Municipal Park Improvements
- Waterfront Plan Implementation
- Information Technology
- American Rescue Plan Act
- Capital Reserve Fund
- State Capital Infrastructure Fund Sidewalk
- Emmerton School Repairs Grant Fund
- Swansboro Bicentennial Park Boardwalk Extension

**Town of Swansboro, North Carolina**  
**Non-major Governmental Funds**  
**Combining Balance Sheet**  
**June 30, 2025**

Item IV - a.

	<b>Master Plan Project</b>	<b>Park &amp; Recreation Reserve</b>	<b>Municipal Park Improvements</b>	<b>Waterfront Plan Implementation</b>	<b>Information Technology</b>	<b>American Rescue Plan Act</b>
<b>Assets</b>						
Cash and cash equivalents	\$ -	\$ 147,205	\$ 13,879	\$ 2,802	\$ 5,478	\$ 49,847
Grants receivable	47,983	-	-	-	-	-
<b>Total Assets</b>	<b>\$ 47,983</b>	<b>\$ 147,205</b>	<b>\$ 13,879</b>	<b>\$ 2,802</b>	<b>\$ 5,478</b>	<b>\$ 49,847</b>
<b>Liabilities and Fund Balances</b>						
Current Liabilities:						
Liabilities payable from restricted assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,475
Accounts payable	47,983	-	1,137	-	-	1,372
<b>Total Liabilities</b>	<b>\$ 47,983</b>	<b>\$ -</b>	<b>\$ 1,137</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,847</b>
Fund Balances:						
Restricted:						
Capital improvements	\$ -	\$ 147,205	\$ 12,742	\$ 2,802	\$ 5,478	\$ -
<b>Total Fund Balances</b>	<b>\$ -</b>	<b>\$ 147,205</b>	<b>\$ 12,742</b>	<b>\$ 2,802</b>	<b>\$ 5,478</b>	<b>\$ -</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 47,983</b>	<b>\$ 147,205</b>	<b>\$ 13,879</b>	<b>\$ 2,802</b>	<b>\$ 5,478</b>	<b>\$ 49,847</b>

**Town of Swansboro, North Carolina**  
**Non-major Governmental Funds**  
**Combining Balance Sheet**  
**June 30, 2025**

	<b>Capital Reserve Fund</b>	<b>Swansboro Bicentennial</b>			<b>Total Combining</b>
		<b>Emmerton</b>	<b>School Repairs Grant Fund</b>	<b>Park Boardwalk Extension</b>	
<b>Assets</b>					
Cash and cash equivalents	\$ 676,966	\$ -	\$ 2,565	\$ -	\$ 898,742
Grants receivable	-	1,125	-	-	49,108
<b>Total Assets</b>	<b>\$ 676,966</b>	<b>\$ 1,125</b>	<b>\$ 2,565</b>	<b>\$ -</b>	<b>\$ 947,850</b>
<b>Liabilities and Fund Balances</b>					
Current Liabilities:					
Liabilities payable from restricted assets	\$ -	\$ -	\$ -	\$ -	\$ 48,475
Accounts payable	-	1,125	-	-	51,617
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ 1,125</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,092</b>
Fund Balances:					
Restricted:					
Capital improvements	\$ 676,966	\$ -	\$ 2,565	\$ -	\$ 847,758
Total Fund Balances	<b>\$ 676,966</b>	<b>\$ -</b>	<b>\$ 2,565</b>	<b>\$ -</b>	<b>\$ 847,758</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 676,966</b>	<b>\$ 1,125</b>	<b>\$ 2,565</b>	<b>\$ -</b>	<b>\$ 947,850</b>

**Town of Swansboro, North Carolina**  
**Non-major Governmental Funds**  
**Combining Balance Sheet**  
**June 30, 2025**

	<b>Master Plan Project</b>	<b>Park &amp; Recreation Reserve</b>	<b>Municipal Park Improvements</b>	<b>Waterfront Plan Implementation</b>	<b>Information Technology</b>	<b>American Rescue Plan Act</b>
<b>Revenues</b>						
Total Revenues	\$ 237,294	\$ -	\$ -	\$ -	\$ -	\$ 6,681
<b>Expenditures</b>						
Total Expenditures	\$ 237,294	\$ -	\$ -	\$ -	\$ -	\$ 6,681
<b>Revenues Over Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Financing Sources (Uses)</b>						
Transfers in:						
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Reserve Fund						
Transfers out:						
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution from Swansboro Tourism						
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Change in Fund Balance</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance, beginning						
Fund Balance, ending	\$ -	147,205	12,742	2,802	5,478	\$ -
	<b>\$ -</b>	<b>\$ 147,205</b>	<b>\$ 12,742</b>	<b>\$ 2,802</b>	<b>\$ 5,478</b>	<b>\$ -</b>

**Town of Swansboro, North Carolina**  
**Non-major Governmental Funds**  
**Combining Balance Sheet**  
**June 30, 2025**

	<b>Capital Reserve Fund</b>	<b>Emmerton School Repairs Grant Fund</b>	<b>Swansboro Bicentennial Park Boardwalk Extension</b>	<b>State Capital Infrastructure Fund-Sidewalk</b>	<b>Total Combining</b>
<b>Revenues</b>					
Total Revenues	\$ -	\$ 268,324	\$ 142,350	\$ -	\$ 654,649
<b>Expenditures</b>					
Total Expenditures	\$ -	\$ 268,324	\$ 236,195	\$ -	\$ 748,494
<b>Revenues Over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (93,845)</b>	<b>\$ -</b>	<b>\$ (93,845)</b>
<b>Other Financing Sources (Uses)</b>					
Transfers in:					
General Fund	\$ 10,600	\$ -	\$ 67,900	\$ -	\$ 78,500
Capital Reserve Fund	-	-	-	-	-
Transfers out:					
General Fund	-	-	-	-	-
Contribution from Swansboro Tourism	-	-	15,950	-	15,950
Total Other Financing Sources (Uses)	\$ 10,600	\$ -	\$ 83,850	\$ -	\$ 94,450
<b>Net Change in Fund Balance</b>	<b>\$ 10,600</b>	<b>\$ -</b>	<b>\$ (9,995)</b>	<b>\$ -</b>	<b>\$ 605</b>
Fund Balance, beginning	<u>666,366</u>	<u>-</u>	<u>12,560</u>	<u>-</u>	<u>847,153</u>
Fund Balance, ending	<u><u>\$ 676,966</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,565</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 847,758</u></u>

**Town of Swansboro, North Carolina**  
**Capital Project Fund - Master Plan Project**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**From Inception and For the Fiscal Year Ended June 30, 2025**

	<b>Project Authorization</b>	<b>Actual</b>			<b>Variance</b>
		<b>Prior Years</b>	<b>Current Year</b>	<b>Total to Date</b>	<b>Positive (Negative)</b>
<b>Revenues:</b>					
NCDENR grant	\$ 400,000	\$ 19,050	\$ 237,294	\$ 256,344	\$ (143,656)
Total Revenues	<u>\$ 400,000</u>	<u>\$ 19,050</u>	<u>\$ 237,294</u>	<u>\$ 256,344</u>	<u>\$ (143,656)</u>
<b>Expenditures:</b>					
Professional services	400,000	19,050	237,294	256,344	143,656
Revenues Over (Under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Financing Sources (Uses):</b>					
Transfer from Capital Reserve	- - -	- - -	- - -	- - -	- - -
Revenues and Other Financing Sources Over (Under) Expenditures	<u>\$ - - -</u>	<u>\$ - - -</u>	<u>\$ - - -</u>	<u>\$ - - -</u>	<u>\$ - - -</u>
<b>Fund Balance:</b>					
Beginning of year, July 1				- - -	
End of year, June 30				<u>\$ - - -</u>	

**Town of Swansboro, North Carolina**  
**Capital Project Fund - Parks & Recreation Reserve Fund**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**From Inception and For the Fiscal Year Ended June 30, 2025**

	<b>Project Authorization</b>	<b>Actual</b>			<b>Variance Positive (Negative)</b>
	<b>Prior Years</b>	<b>Current Year</b>	<b>Total to Date</b>		
<b>Revenues:</b>					
Restricted intergovernmental					
Parks & recreation development fee	\$ 103,180	\$ 250,385	\$ -	\$ 250,385	\$ 147,205
<b>Other Financing Sources (Uses)</b>					
Transfers out:					
Waterfront Plan Implementation Project	\$ (46,600)	\$ -	\$ -	\$ -	\$ (46,600)
Municipal Park Improvements	(49,080)	-	-	-	(49,080)
General Fund	(7,500)	-	-	-	(7,500)
Total Other Financing Sources (Uses)	<u>\$ (103,180)</u>	<u>\$ 103,180</u>	<u>\$ -</u>	<u>\$ 103,180</u>	<u>\$ (103,180)</u>
Revenues Over (Under) Expenditures	<u>\$ -</u>	<u>\$ 250,385</u>	<u>\$ -</u>	<u>\$ 250,385</u>	<u>\$ 250,385</u>
<b>Fund Balance:</b>					
Beginning of year, July 1				<u>147,205</u>	
End of year, June 30				<u>\$ 147,205</u>	

**Town of Swansboro, North Carolina**  
**Capital Project Fund - Municipal Park Improvement Project Fund**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**From Inception and For the Fiscal Year Ended June 30, 2025**

	<b>Project Authorization</b>	<b>Actual</b>			<b>Variance Positive (Negative)</b>
		<b>Prior Years</b>	<b>Current Year</b>	<b>Total to Date</b>	
<b>Revenues:</b>					
Restricted intergovernmental:					
PARTF grant	\$ 500,000	\$ 477,642	\$ -	\$ 477,642	\$ (22,358)
NC Dept of Natural & Cultural Resources	196,324	195,187	-	195,187	(1,137)
Donations	<u>100,000</u>	<u>100,000</u>	<u>-</u>	<u>100,000</u>	<u>-</u>
Total Revenues	<u>\$ 796,324</u>	<u>\$ 772,829</u>	<u>\$ -</u>	<u>\$ 772,829</u>	<u>\$ (23,495)</u>
<b>Expenditures:</b>					
Design and engineering	\$ 30,000	\$ 28,297	\$ -	\$ 28,297	\$ 1,703
Construction-recreation center	708,000	694,661	-	694,661	13,339
Construction-concession stand	75,000	69,402	-	69,402	5,598
Construction-SMP enhancement	295,404	282,901	-	282,901	12,503
Exercise trail	26,900	26,836	-	26,836	64
Skateboard area	58,500	58,192	-	58,192	308
Playground structure	81,500	81,434	-	81,434	66
Equipment	9,800	9,800	-	9,800	-
Contingency	<u>40,000</u>	<u>37,344</u>	<u>-</u>	<u>37,344</u>	<u>2,656</u>
Total Expenditures	<u>\$ 1,325,104</u>	<u>\$ 1,288,867</u>	<u>\$ -</u>	<u>\$ 1,288,867</u>	<u>\$ 36,237</u>
<b>Other Financing Sources (Uses):</b>					
Transfers-in:					
General Fund	\$ 160,000	\$ 160,000	\$ -	\$ 160,000	\$ -
Parks & Recreation Reserve Fund	<u>368,780</u>	<u>368,780</u>	<u>-</u>	<u>368,780</u>	<u>-</u>
Total Other Financing Sources	<u>\$ 528,780</u>	<u>\$ 528,780</u>	<u>\$ -</u>	<u>\$ 528,780</u>	<u>\$ -</u>
Revenues Over (Under) Expenditures	<u>\$ -</u>	<u>\$ 12,742</u>	<u>\$ -</u>	<u>\$ 12,742</u>	<u>\$ 12,742</u>
<b>Fund Balance:</b>					
Beginning of year, July 1				<u>\$ 12,742</u>	
End of year, June 30				<u>\$ 12,742</u>	

**Town of Swansboro, North Carolina**  
**Capital Project Fund - Waterfront Plan Implementation Project Fund**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**From Inception and For the Fiscal Year Ended June 30, 2025**

	<b>Project Authorization</b>	<b>Actual</b>			<b>Variance Positive (Negative)</b>	
		<b>Prior Years</b>	<b>Current Year</b>	<b>Total to Date</b>		
<b>Revenues:</b>						
Restricted Intergovernmental						
Local grants	\$ 29,182	\$ 32,182	\$ -	\$ 32,182	\$ 3,000	
State grants	<u>328,035</u>	<u>255,059</u>	<u>-</u>	<u>255,059</u>	<u>(72,976)</u>	
Total Revenues	<u><u>\$ 357,217</u></u>	<u><u>\$ 287,241</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 287,241</u></u>	<u><u>\$ (69,976)</u></u>	
<b>Expenditures:</b>						
Surveying	\$ 4,200	\$ 4,200	\$ -	\$ 4,200	\$ -	
Planning services	50,311	47,088	-	47,088	3,223	
Engineering	30,012	26,452	-	26,452	3,560	
Construction	<u>429,294</u>	<u>363,199</u>	<u>-</u>	<u>363,199</u>	<u>66,095</u>	
Total Expenditures	<u><u>\$ 513,817</u></u>	<u><u>\$ 440,939</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 440,939</u></u>	<u><u>\$ 72,878</u></u>	
Revenues Over (Under) Expenditures	<u><u>\$ (156,600)</u></u>	<u><u>\$ (153,698)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (153,698)</u></u>	<u><u>\$ 2,902</u></u>	
<b>Other Financing Sources (Uses):</b>						
Transfers-in:						
General fund	\$ 141,000	\$ 141,000	\$ -	\$ 141,000	\$ -	
Parks and Recreation Reserve Fund	46,600	46,600	-	46,600	-	
Capital reserve fund	10,000	10,000	-	10,000	-	
Transfers-out:						
Port of Swansborough	<u>(41,000)</u>	<u>(41,000)</u>	<u>-</u>	<u>(41,000)</u>	<u>-</u>	
Total Other Financing Sources	<u><u>\$ 156,600</u></u>	<u><u>\$ 156,600</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 156,600</u></u>	<u><u>\$ -</u></u>	
Net Change in Fund Balance	<u><u>\$ -</u></u>	<u><u>\$ 2,902</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,902</u></u>	<u><u>\$ -</u></u>	
<b>Fund Balance:</b>						
Beginning of year, July 1				2,802		
End of year, June 30				<u><u>\$ 2,802</u></u>		

**Town of Swansboro, North Carolina**  
**Capital Project Fund - Information Technology Project Fund**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**From Inception and For the Fiscal Year Ended June 30, 2025**

	<b>Project Authorization</b>	<b>Prior Years</b>	<b>Actual Current Year</b>	<b>Total to Date</b>	<b>Variance Positive (Negative)</b>
<b>Revenues:</b>					
Restricted intergovernmental					
Time Warner contribution	\$ 55,300	\$ 55,300	\$ -	\$ 55,300	\$ -
Total Revenues	<u>\$ 55,300</u>	<u>\$ 55,300</u>	<u>\$ -</u>	<u>\$ 55,300</u>	<u>\$ -</u>
<b>Expenditures:</b>					
Construction	\$ 82,500	\$ 101,486	\$ -	\$ 101,486	\$ (18,986)
Supplies	22,800	1,273	-	1,273	21,527
Capital Outlay	15,000	14,302	-	14,302	698
Miscellaneous	<u>5,000</u>	<u>2,761</u>	<u>-</u>	<u>2,761</u>	<u>2,239</u>
Total Expenditures	<u>\$ 125,300</u>	<u>\$ 119,822</u>	<u>\$ -</u>	<u>\$ 119,822</u>	<u>\$ 5,478</u>
Revenues Over (Under) Expenditures	<u>\$ (70,000)</u>	<u>\$ (64,522)</u>	<u>\$ -</u>	<u>\$ (64,522)</u>	<u>\$ 5,478</u>
<b>Other Financing Sources (Uses):</b>					
Transfers-in:					
General Fund	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -
Town Hall Offices Project	<u>25,000</u>	<u>25,000</u>	<u>-</u>	<u>25,000</u>	<u>-</u>
Total Other Financing Sources	<u>\$ 70,000</u>	<u>\$ 70,000</u>	<u>\$ -</u>	<u>\$ 70,000</u>	<u>\$ -</u>
Over (Under) Expenditures	<u>\$ -</u>	<u>\$ 5,478</u>	<u>\$ -</u>	<u>\$ 5,478</u>	<u>\$ 5,478</u>
<b>Fund Balance:</b>					
Beginning of year, July 1				<u>5,478</u>	
End of year, June 30				<u>\$ 5,478</u>	

**Town of Swansboro, North Carolina**  
**Capital Project Fund - American Rescue Plan Act**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**From Inception and For the Fiscal Year Ended June 30, 2025**

	<b>Project Authorization</b>	<b>Actual</b>			<b>Variance</b>
	<b>Prior Years</b>	<b>Current Year</b>	<b>Total to Date</b>		<b>Positive (Negative)</b>
<b>Revenues:</b>					
ARPA Funds	\$ 1,065,724	\$ 1,010,568	\$ 6,681	\$ 1,017,249	\$ (48,475)
Total Revenues	\$ 1,065,724	\$ 1,010,568	\$ 6,681	\$ 1,017,249	\$ (48,475)
<b>Expenditures:</b>					
ARPA expenditures	1,065,724	995,568	6,681	1,002,249	63,475
Revenues Over (Under) Expenditures	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
<b>Other Financing Sources (Uses):</b>					
Transfer to General Fund	-	(15,000)	-	(15,000)	(15,000)
Revenues and Other Financing Sources Over (Under) Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Fund Balance:</b>					
Beginning of year, July 1				-	
End of year, June 30				<u>\$ -</u>	

**Town of Swansboro, North Carolina**  
**Capital Project Fund - Capital Reserve Fund**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**From Inception and For the Fiscal Year Ended June 30, 2025**

	<b>Project Authorization</b>	<b>Prior Years</b>	<b>Current Year</b>	<b>Total to Date</b>	<b>Variance Positive (Negative)</b>
<b>Revenues:</b>					
Reserve for capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Other Financing Sources (Uses)</b>					
Transfers out:					
Waterfront Project	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund	(47,450)	-	-	-	47,450
Transfers in:					
General Fund	461,509	550,252	10,600	560,852	99,343
Fund balance appropriated	<u>(414,059)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>414,059</u>
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ 550,252</u>	<u>\$ 10,600</u>	<u>\$ 560,852</u>	<u>\$ 560,852</u>
Revenues Over (Under) Expenditures	<u><u>\$ -</u></u>	<u><u>\$ 550,252</u></u>	<u><u>\$ 10,600</u></u>	<u><u>\$ 560,852</u></u>	<u><u>\$ 560,852</u></u>
<b>Fund Balance:</b>					
Beginning of year, July 1				<u>666,366</u>	
End of year, June 30				<u><u>\$ 676,966</u></u>	

**Town of Swansboro, North Carolina**  
**Capital Project Fund - State Capital Infrastructure Fund - Sidewalk**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**From Inception and For the Fiscal Year Ended June 30, 2025**

	<b>Project Authorization</b>	<b>Actual</b>			<b>Variance Positive (Negative)</b>
	<b>Prior Years</b>	<b>Current Year</b>	<b>Total to Date</b>		
<b>Revenues:</b>					
State grant	\$ 100,000	\$ -	\$ -	\$ -	\$ (100,000)
Total Revenues	\$ 100,000	\$ -	\$ -	\$ -	\$ (100,000)
<b>Expenditures:</b>					
Capital outlay - Sidewalk	100,000	-	-	-	100,000
Revenues Over (Under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Other Financing Sources (Uses):					
Transfer out to General Fund	-	-	-	-	-
Revenues and Other Financing Sources Over (Under) Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Fund Balance:</b>					
Beginning of year, July 1			-		
End of year, June 30			<u>\$ -</u>		

**Town of Swansboro, North Carolina**  
**Capital Project Fund - Emmerton School Repairs Grant Fund**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**From Inception and For the Fiscal Year Ended June 30, 2025**

	<b>Project Authorization</b>	<b>Actual</b>			<b>Variance Positive (Negative)</b>
	<b>Prior Years</b>	<b>Current Year</b>	<b>Total to Date</b>		
<b>Revenues:</b>					
State grant	\$ 424,000	\$ 31,180	\$ 268,324	\$ 299,504	\$ (124,496)
Total Revenues	\$ 424,000	\$ 31,180	\$ 268,324	\$ 299,504	\$ (124,496)
<b>Expenditures:</b>					
Capital outlay - Sidewalk	424,000	31,180	268,324	299,504	124,496
Revenues Over (Under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Financing Sources (Uses):</b>					
Transfer out to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues and Other Financing Sources Over (Under) Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Fund Balance:</b>					
Beginning of year, July 1				\$ -	
End of year, June 30				<u>\$ -</u>	

**Town of Swansboro, North Carolina**  
**Capital Project Fund - Swansboro Bicentennial Park Boardwalk Extension**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**From Inception and For the Fiscal Year Ended June 30, 2025**

	<b>Project Authorization</b>	<b>Actual</b>			<b>Variance</b>
		<b>Prior Years</b>	<b>Current Year</b>	<b>Total to Date</b>	<b>Positive (Negative)</b>
<b>Revenues:</b>					
State grant	\$ 100,000	\$ 3,124	\$ 142,350	\$ 145,474	\$ 45,474
Total Revenues	<u>\$ 100,000</u>	<u>\$ 3,124</u>	<u>\$ 142,350</u>	<u>\$ 145,474</u>	<u>\$ 45,474</u>
<b>Expenditures:</b>					
Capital outlay - Sidewalk	100,000	144,014	236,195	380,209	(280,209)
Revenues Over (Under) Expenditures	<u>\$ -</u>	<u>\$ (140,890)</u>	<u>\$ (93,845)</u>	<u>\$ (234,735)</u>	<u>\$ (234,735)</u>
<b>Other Financing Sources (Uses):</b>					
Transfer from General Fund	- 153,450	67,900	221,350	221,350	
Contribution from Swansboro Tourism	<u>-</u>	<u>15,950</u>	<u>15,950</u>	<u>15,950</u>	
Total Other Financing Sources (Uses)	<u>- 153,450</u>	<u>83,850</u>	<u>237,300</u>	<u>237,300</u>	
Revenues and Other Financing Sources Over (Under) Expenditures	<u><u>\$ -</u></u>	<u><u>\$ 12,560</u></u>	<u><u>\$ (9,995)</u></u>	<u><u>\$ 2,565</u></u>	<u><u>\$ 2,565</u></u>
<b>Fund Balance:</b>					
Beginning of year, July 1				12,560	
End of year, June 30				<u><u>\$ 2,565</u></u>	

**Town of Swansboro, North Carolina**  
**Stormwater Fund**  
**Schedule of Revenues And Expenditures**  
**Budget and Actual (Non - GAAP)**  
**For the Year Ended June 30, 2025**

	<u>Budget</u>	<u>Actual</u>	<b>Variance Positive (Negative)</b>
Revenues			
Charges for services	\$ 126,903	\$ 157,779	\$ 30,876
Other operating revenues	5,143	5,143	-
Total Operating Revenues	<u>\$ 132,046</u>	<u>\$ 162,922</u>	<u>\$ 30,876</u>
Expenditures			
Stormwater:			
Salaries and employee benefits	\$ 66,798		
Supplies	7,046		
Maintenance	30,047		
Tipping fees	-		
Other operating expenditures	16,762		
Total	<u>\$ 143,371</u>	<u>\$ 120,653</u>	<u>\$ 22,718</u>
Capital outlay	110,070	110,070	-
Total Expenditures	<u>\$ 253,441</u>	<u>\$ 230,723</u>	<u>\$ 22,718</u>
Revenues Over (Under) Expenditures	<u>\$ (121,395)</u>	<u>\$ (67,801)</u>	<u>\$ 53,594</u>
Other Financing Sources (Uses)			
Transfers from (to) other funds	\$ -	\$ -	\$ -
Fund balance appropriated	11,325	-	(11,325)
Loan issuance	110,070	-	(110,070)
Total Other Financing Sources	<u>\$ 121,395</u>	<u>\$ -</u>	<u>\$ (121,395)</u>
Revenues and Other Sources Over (Under)			
Expenditures and Other Uses	<u>\$ -</u>	<u>\$ (67,801)</u>	<u>\$ (67,801)</u>
Reconciliation from budgetary basis (modified accrual) to full accrual:			
Revenues and Other Sources Over			
Expenditures and Other Uses	<u>\$ (67,801)</u>		
Reconciling items:			
Capital outlay	110,070		
(Accrual) decrease in deferred outflows of resources	98		
Increase (decrease) in net pension liability	6,404		
Increase (decrease) in deferred inflows	(2,316)		
Depreciation	(17,119)		
Increase (decrease) in OPEB liability	49		
Total reconciling items	<u>\$ 97,186</u>		
Change in Net Position	<u>\$ 29,385</u>		

**Town of Swansboro, North Carolina**  
**Solid Waste Fund**  
**Schedule of Revenues And Expenditures**  
**Budget and Actual (Non - GAAP)**  
**For the Year Ended June 30, 2025**

	<u>Budget</u>	<u>Actual</u>	<b>Variance Positive (Negative)</b>
Revenues			
Charges for services		\$ 481,582	
Other operating revenues		-	
Total operating revenues	<u>\$ 475,593</u>	<u>\$ 481,582</u>	<u>\$ 5,989</u>
Non-operating revenues:			
Interest earnings	-	-	-
Total Revenues	<u>\$ 475,593</u>	<u>\$ 481,582</u>	<u>\$ 5,989</u>
Expenditures			
Sewer			
Salaries and employee benefits		\$ 66,054	
Supplies		6,346	
Maintenance		5,826	
Services		255,888	
Tipping fees		89,352	
Other operating expenditures		46,129	
Total	<u>\$ 475,593</u>	<u>\$ 469,595</u>	<u>\$ 5,998</u>
Capital Outlay			
Total Expenditures		\$ 110,070	
Revenues Over (Under) Expenditures		\$ 585,663	
Other Financing Sources (Uses)		\$ (110,070)	
Loan issuance	\$ 110,070	\$ -	\$ (110,070)
Fund balance increase	-	-	-
Total Other Financing Sources (Uses)	<u>\$ 110,070</u>	<u>\$ -</u>	<u>\$ (110,070)</u>
Revenues and Other Sources Over (Under) Expenditures and Other Uses		<u>\$ -</u>	<u>\$ (98,083)</u>
Reconciliation from budgetary basis (modified accrual) to full accrual:			
Revenues and Other Sources Over Expenditures and Other Uses		<u>\$ (98,083)</u>	
Reconciling items:			
Depreciation		(17,562)	
Capital outlay		110,070	
(Accrue) decrease in deferred outflows or resources		98	
Increase (decrease) in net pension liability		6,404	
Increase (decrease) in deferred inflows of resources		(2,316)	
Increase (decrease) in OPEB liability		49	
Total Reconciling Items		<u>\$ 96,743</u>	
Change in Net Position		<u>\$ (1,340)</u>	

## Other Schedules

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This section contains additional information on property taxes.

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- Schedule of Ad Valorem Taxes Receivable
- Analysis of Current Tax Levy

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**Town of Swansboro, North Carolina**  
**General Fund**  
**Schedule of Ad Valorem Taxes Receivable**  
**June 30, 2025**

Fiscal Year	Uncollected		Collections And Credits	Uncollected	
	Balance	June 30, 2024		Balance	June 30, 2025
2024-2025	\$ -	\$ 2,592,696	\$ 2,555,736	\$ 36,960	
2023-2024	\$ 32,467	-	13,826	\$ 18,641	
2022-2023	\$ 7,888	-	2,803	\$ 5,085	
2021-2022	\$ 3,072	-	1,156	\$ 1,916	
2020-2021	\$ 2,586	-	230	\$ 2,356	
2019-2020	\$ 969	-	(78)	\$ 1,047	
2018-2019	\$ 1,228	-	(69)	\$ 1,297	
2017-2018	\$ 1,080	-	(105)	\$ 1,185	
2016-2017	\$ 945	-	(91)	\$ 1,036	
2015-2016	\$ 1,241	230	(115)	\$ 1,356	
2014-2015	\$ 1,293	-	1,293	-	
	<hr/> <u>\$ 52,769</u>	<hr/> <u>230</u>	<hr/> <u>2,574,586</u>	<hr/> <u>\$ 70,879</u>	
Less: allowance for uncollectible accounts				<hr/> <u>7,281</u>	
Ad valorem taxes receivable - net				<hr/> <u>\$ 63,598</u>	
Reconciliation with Revenues:					
Ad valorem taxes - General Fund				<hr/> <u>\$ 2,568,734</u>	
Reconciling items:					
Releases and adjustments				14,621	
Taxes written off				1,293	
Interest collected				(10,062)	
Total reconciling items				<hr/> <u>\$ 5,852</u>	
Total collections and credits				<hr/> <u>\$ 2,574,586</u>	

**Town of Swansboro, North Carolina**  
**Analysis of Current Tax Levy**  
**Town-wide Levy**  
**For the Fiscal Year Ended June 30, 2025**

Item IV - a.

	<b>Town-wide</b>		<b>Total Levy</b>	
			<b>Property Valuation</b>	<b>Amount of Levy</b>
	<b>Rate</b>		<b>Registered Motor Vehicles</b>	<b>Registered Motor Vehicles</b>
<b>Original levy:</b>				
Property taxed at current year's rate	\$ 675,311,714	0.35	\$ 2,363,591	\$ 2,363,591
Registered motor vehicles taxed at current rate	65,458,571	0.35	229,105	229,105
Total property valuation	<u>\$ 740,770,286</u>			
<b>Net levy</b>				
Unpaid (by taxpayer) at June 30, 2025			(36,960)	(36,960)
Current year's taxes collected			<u>\$ 2,555,736</u>	<u>\$ 2,326,631</u>
Current levy collection percentage			<u>98.57%</u>	<u>98.44%</u>
				<u>100.00%</u>

## STATISTICAL SECTION

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This part of the Town of Swansboro's Annual Comprehensive Financial Report represents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Town's overall financial health.

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### Contents

#### **Financial Trends**

These schedules contain trend information to help the reader understand how the government's financial performance and well-being have changed over time.

#### **Revenue Capacity**

These schedules contain information to help the reader assess the government's most significant local revenue source, property tax.

#### **Debt Capacity**

These schedules present information to help the reader assess the affordability if the government's current levels of outstanding debt and the government's ability to issue additional debt in the future.

#### **Demographic and Economic Information**

These schedules offer demographic and economic indicators to help the reader understand the environment within the government's financial activities take place.

#### **Operating Information**

These schedules contain service and infrastructure data to help the reader understand how the information in the government's financial report relates to the services the government provides and the activities it performs.

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Town of Swansboro, North Carolina  
**NET POSITION BY COMPONENT**

Last Ten Fiscal Years  
 (accrual basis of accounting)

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Governmental activities										
Net Investment in Capital Assets	\$ 5,230,787	\$ 4,989,953	\$ 5,448,901	\$ 5,542,096	\$ 5,569,892	\$ 5,599,105	\$ 5,573,365	\$ 5,648,992	\$ 5,413,142	\$ 6,119,131
Restricted	378,073	755,410	576,215	724,427	691,177	1,169,631	1,079,103	1,059,467	1,508,845	1,946,419
Unrestricted	954,390	1,423,578	975,487	1,242,727	1,532,760	1,404,464	1,726,460	2,489,171	2,988,462	2,441,310
Total governmental activities net position	<b>\$ 6,563,250</b>	<b>\$ 7,168,941</b>	<b>\$ 7,000,603</b>	<b>\$ 7,509,250</b>	<b>\$ 7,793,829</b>	<b>\$ 8,173,200</b>	<b>\$ 8,378,928</b>	<b>\$ 9,197,630</b>	<b>\$ 9,910,449</b>	<b>\$ 10,506,860</b>
Business-type activities										
Net Investment in Capital Assets	\$ 0	73188	86884	100147	\$ 239,822	\$ 227,836	\$ 258,974	\$ 248,535	\$ 167,386	\$ 132,705
Unrestricted	-	-61202	-45444	12224	14,053	69,193	201,816	276,413	436,937	499,663
Total business-type activities net position	<b>\$ 0</b>	<b>\$ 11,986</b>	<b>\$ 41,440</b>	<b>\$ 112,371</b>	<b>\$ 253,875</b>	<b>\$ 297,029</b>	<b>\$ 460,790</b>	<b>\$ 524,948</b>	<b>\$ 604,323</b>	<b>\$ 632,368</b>
Primary government										
Net Investment in Capital Assets	\$ 5,230,787	\$ 5,063,141	\$ 5,535,785	\$ 5,642,243	\$ 5,809,714	\$ 5,826,941	\$ 5,832,339	\$ 5,897,527	\$ 5,580,528	\$ 6,251,836
Restricted	378,073	755,410	576,215	724,427	691,177	1,169,631	1,079,103	1,059,467	1,508,845	1,946,419
Unrestricted	954,390	1,362,376	930,043	1,254,951	1,546,813	1,473,657	1,928,276	2,765,584	3,425,399	2,940,973
Total primary government net position	<b>\$ 6,563,250</b>	<b>\$ 7,180,927</b>	<b>\$ 7,042,043</b>	<b>\$ 7,621,621</b>	<b>\$ 8,047,704</b>	<b>\$ 8,470,229</b>	<b>\$ 8,839,718</b>	<b>\$ 9,722,578</b>	<b>\$ 10,514,772</b>	<b>\$ 11,139,228</b>

Town of Swansboro, North Carolina  
**CHANGES IN NET POSITION**  
Last Ten Fiscal Years  
(accretion basis of accounting)

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>Governmental Activities:</b>										
Expenses										
General government	\$ 1,069,286	\$ 834,559	\$ 1,264,390	\$ 2,554,830	\$ 939,050	\$ 700,524	\$ 924,517	\$ 986,279	\$ 1,154,304	\$ 1,287,661
Public safety	1,248,651	1,453,439	1,485,086	1,622,146	1,989,854	2,266,322	2,031,383	2,183,653	2,778,620	3,153,461
Transportation	353,212	291,241	278,326	308,068	276,500	449,106	430,280	391,538	318,865	525,791
Economic development	56,784	66,166	140,494	310,249	145,233	143,597	331,837	964,839	657,323	220,064
Environmental protection	219,308	-	-	-	-	-	-	-	-	-
Cultural and recreation	325,874	350,443	357,969	321,218	342,413	369,351	419,503	401,829	402,106	416,088
General Services	-	-	-	-	187,429	221,532	297,584	308,153	324,439	293,493
Interest on long-term debt	35,056	22,493	43,548	42,939	41,269	9,706	2,657	8,993	5,732	24,032
Total expenses	3,308,171	3,018,341	3,569,813	5,159,450	3,921,748	4,160,138	4,437,761	5,245,284	5,641,389	5,920,590
Program Revenues										
Charges for services:										
General government	52,165	\$ 75,895	\$ 79,227	\$ 130,524	72,725	57,994	98,838	84,993	89,521	44,654
Public safety	135,979	359,809	195,318	203,587	237,358	295,995	223,605	121,741	133,422	203,991
Transportation	-	-	-	-	-	-	-	-	-	-
Economical development	3,096	1,299	1,345	6,045	31,866	79,096	-	-	-	-
Environmental protection	243,547	-	-	-	-	-	-	-	-	-
Cultural and recreational	41,408	54,394	41,938	116,439	68,131	60,153	115,439	196,175	210,488	207,843
Other	-	-	-	-	-	-	-	-	-	-
Operating grants and contributions	232,326	230,060	305,050	942,063	417,820	584,617	459,558	486,161	618,520	650,528
Capital grants and contributions	226,281	189,638	263,936	99,716	50,508	9,474	147,807	728,531	232,289	674,016
Total program revenues	934,802	911,095	886,814	1,498,374	878,408	1,087,329	1,045,247	1,617,601	1,284,240	1,781,032
Total Governmental Activities Net Program Expense	(2,373,369)	(2,107,246)	(2,682,999)	(3,661,076)	(3,043,340)	(3,072,809)	(3,392,514)	(3,627,683)	(4,357,149)	(4,139,558)
General Revenues and Other Changes in Net Position										
Taxes										
Property taxes	1,507,730	1,537,294	1,566,980	1,696,102	1,745,281	1,827,867	1,893,788	2,441,160	2,558,431	2,589,628
Other taxes	1,089,151	1,121,202	68,371	98,783	71,088	78,930	102,690	120,925	121,780	123,191
Grants and contributions not restricted to specific programs	-	-	1,091,843	1,212,651	1,268,190	1,473,942	1,617,719	1,745,259	1,869,631	1,979,668
Unrestricted investment earnings	5,189	11,865	25,378	42,378	41,710	1,080	1,650	62,397	477,271	653,938
Miscellaneous	91,345	88,178	134,687	1,118,309	365,452	97,872	52,549	78,872	73,295	142,451
Transfers	-	-	(20,000)	1,500	(163,802)	(27,511)	(70,154)	(2,228)	(30,440)	-
Total general revenues and other changes in net position	2,693,415	2,758,539	2,867,259	4,169,723	3,327,919	3,452,180	3,598,242	4,446,385	5,069,968	5,488,876
Total Governmental Activities Change in Net Position	\$ 320,046	\$ 651,293	\$ 184,260	\$ 508,647	\$ 284,579	\$ 379,371	\$ 205,728	\$ 818,702	\$ 712,819	\$ 1,349,318

Table 2, (continued)

Town of Swansboro, North Carolina  
**CHANGES IN NET POSITION**  
Last Ten Fiscal Years  
(accretion basis of accounting)

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>Business-type Activities:</b>										
Expenses										
Water and Sewer	-	71,493	78,517	71,688	123,764	117,630	122,200	218,147	119,772	133,537
Stormwater	-	272,525	307,920	302,905	335,165	405,335	400,143	432,227	478,621	482,922
Solid Waste	-									
Total expenses	-	344,018	386,437	374,593	458,929	522,965	522,343	650,374	598,393	616,459
Revenues										
Charges for services:										
Water and Sewer	-	83,261	107,889	116,268	108,587	133,961	150,813	156,725	193,981	162,922
Stormwater	-	272,743	288,002	314,882	328,044	399,232	455,102	469,069	478,486	481,582
Solid Waste	-									
Capital grants and contributions	-									
Total revenues	-	356,004	395,891	431,150	436,631	533,193	605,915	625,794	672,467	644,504
Total Business-type Activities Net Program Expense	-	11,986	9,454	56,557	(22,298)	10,228	83,572	(24,580)	74,074	28,045
Other Changes in Net Position										
Unrestricted grants and contributions	-	-	-	-	-	-	-	-	-	-
Unrestricted investment earnings	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	5,874	-	5,415	10,035	86,510	4,861	-
Special Item: Net transfer (to) from ONWASA	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	20,000	(1,500)	163,802	27,511	70,154	2,228	440	-
Total Business-type Activities Change in Net Position	\$ -	\$ 11,986	\$ 29,454	\$ 60,931	\$ 141,504	\$ 43,154	\$ 163,761	\$ 64,158	\$ 79,375	\$ 28,045
Total Primary Government Change in Net Position	\$ 320,046	\$ 663,279	\$ 213,714	\$ 569,578	\$ 426,083	\$ 422,525	\$ 369,489	\$ 882,860	\$ 792,194	\$ 1,377,363

Table 3

Town of Swansboro, North Carolina  
**FUND BALANCES, GOVERNMENTAL FUNDS**  
 Last Ten Fiscal Years  
 (modified accrual basis of accounting)

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
General Fund										
Nonspendable										
Restricted	206,186	268,203	294,859	416,603	358,110	551,332	492,534	372,002	486,698	542,013
Assigned	-	164,802	97,730	123,471	378,472	249,260	-	385,883	723,569	773,654
Unassigned	1,356,191	1,745,540	1,816,698	2,156,201	2,229,423	2,432,008	2,976,642	3,557,332	3,852,321	3,673,757
Total general fund	\$ 1,562,377	\$ 2,178,545	\$ 2,209,287	\$ 2,696,275	\$ 2,966,005	\$ 3,232,600	\$ 3,470,977	\$ 4,316,557	\$ 5,062,588	\$ 4,989,424
All Other Governmental Funds										
Restricted	-	-	-	-	-	-	-	-	-	-
Unrestricted, reported in:										
Capital projects funds	171,887	281,356	281,356	307,824	333,067	618,299	586,569	675,779	1,022,147	1,404,406
Special revenue funds	-	-	-	-	-	-	-	-	-	-
Total all other governmental funds	\$ 171,887	\$ 281,356	\$ 281,356	\$ 307,824	\$ 333,067	\$ 618,299	\$ 586,569	\$ 675,779	\$ 1,022,147	\$ 1,404,406

Note: The classifications of fund balance changed in 2010.

Table 4

Town of Swansboro, North Carolina  
**CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS**  
 Last Ten Fiscal Years  
 (modified accrual basis of accounting)

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>Revenues:</b>										
Ad valorem taxes	\$ 1,513,834	\$ 1,541,629	\$ 1,573,343	\$ 1,722,590	\$ 1,737,283	\$ 1,838,055	\$ 1,895,353	\$ 2,422,751	\$ 2,570,550	\$ 2,568,734
Other taxes and licenses	774,078	812,899	68,371	98,783	71,088	78,930	102,690	120,925	121,780	123,191
Unrestricted intergovernmental revenues	315,073	308,303	1,091,843	1,212,651	1,268,190	1,473,942	1,617,719	1,745,259	1,869,631	1,979,668
Restricted intergovernmental revenues	232,326	419,698	568,986	942,063	417,820	584,617	607,365	486,161	618,520	650,528
Permits and fees	475,835	490,877	317,368	456,595	410,080	414,142	437,882	402,519	432,941	456,028
Sales and services	360	520	460	360	830	1,470	820	390	490	460
Investment earnings	5,189	11,865	25,378	42,378	41,710	1,080	1,650	56,402	308,660	272,846
Miscellaneous	86,080	78,053	72,652	1,110,184	359,752	96,142	50,679	72,094	72,491	108,192
Contributions	3,907	10,125	11,549	7,765	4,870	1,730	1,050	6,778	804	18,309
Total revenues	3,406,682	3,673,969	3,729,950	5,593,369	4,311,623	4,490,108	4,715,208	5,313,279	5,995,867	6,177,956
<b>Expenditures:</b>										
General government	917,528	747,003	479,063	2,282,960	689,791	790,074	861,998	808,777	1,032,159	1,013,448
Public safety	1,259,906	1,324,479	1,430,128	1,656,995	1,880,813	1,852,808	1,972,673	1,986,491	2,600,658	2,382,175
Transportation	281,291	210,436	162,654	229,227	236,081	363,173	267,521	374,652	285,137	428,197
Environmental protection	125,594	-	-	-	-	-	-	-	-	397,553
Cultural and recreational	219,308	277,370	261,618	250,184	251,544	286,572	315,630	216,478	327,777	327,350
Economic development	286,748	66,166	463,456	180,001	145,233	92,936	331,837	324,025	321,594	358,311
Non-departmental	52,929	49,968	300,145	191,044	187,429	221,532	297,584	308,153	324,439	293,493
Capital outlay	800,126	853,047	580,789	177,217	350,163	172,561	94,229	88,432	49,994	957,803
Debt service:										
Principal retirement	289,998	101,613	214,144	217,531	221,000	268,549	294,278	247,375	251,392	340,118
Interest and fees	37,365	32,399	43,548	42,939	41,269	9,706	2,657	8,993	5,732	24,032
Total expenditures	4,270,793	3,662,481	3,935,545	5,228,098	4,003,323	4,057,911	4,438,407	4,363,376	5,198,882	6,522,480
Excess of revenues over (under) expenditures	(864,111)	11,488	(205,595)	365,271	308,300	432,197	276,801	949,903	796,985	(344,524)
<b>Other financing sources (uses):</b>										
Debt issued						-	-	-	-	-
Sales of capital assets	1,358	-	50,486	-	-	-	-	-	-	-
Loan Proceeds	-	920,000	-	-	227,700	110,700	-	-	254,500	349,860
Transfers in		464,955	144,132	17,500	123,634	-	-	-	6,166	
Transfers (out)	(3,056)	(464,955)	(164,132)	(73,000)	(266,270)	(399,936)	(70,154)	(104,323)	(311,620)	(78,500)
Total other financing sources (uses)	(1,698)	920,000	30,486	(55,500)	(38,570)	(165,602)	(70,154)	(104,323)	(50,954)	271,360
Net change in fund balances	\$ (65,683)	\$ 931,488	\$ (175,109)	\$ 309,771	\$ 269,730	\$ 266,595	\$ 206,647	\$ 845,580	\$ 746,031	\$ (73,164)
Debt service as a percentage of noncapital expenditures	9.4%	4.8%	7.7%	5.2%	7.2%	7.2%	6.8%	6.0%	5.0%	6.5%

Table 5

Town of Swansboro, North Carolina  
**ASSESSED VALUE AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY**  
Last Ten Fiscal Years

<b>Real Property</b>											
<b>Fiscal Year</b>	<b>Residential Property</b>	<b>Commercial Property</b>	<b>Industrial Property</b>	<b>Present-use Value (1)</b>	<b>Personal Property</b>	<b>Public Service Companies (2)</b>	<b>Less Exemptions</b>	<b>Total Taxable Assessed Value</b>	<b>Total Direct Tax Rate (3)</b>	<b>Estimated Actual Taxable Value (4)</b>	<b>Taxable Assessed Value as a Percentage of Actual Value</b>
2016	303,588,080	77,970,081	742,680	11,500	44,201,856	3,854,053	3,335,020	427,033,230	0	0.350	N/A
2017	308,578,874	78,380,101	742,680	13,400	15,920,496	3,745,793	3,286,938	404,094,406	0.350	N/A	N/A
2018	317,532,344	78,289,161	742,680	11,500	16,256,102	3,849,385	4,031,860	444,618,348	0.350	N/A	N/A
2019	332,217,399	108,045,036	594,022	11,580	22,337,442	3,380,344	4,614,990	462,232,273	0.350	N/A	N/A
2020	340,622,360	115,819,752	594,022	7,320	18,518,984	3,283,451	5,046,551	473,799,338	0.350	N/A	N/A
2021	340,888,060	115,819,752	594,022	7,320	24,194,699	3,283,451	5,046,551	479,740,753	0.350	N/A	N/A
2022	354,951,130	117,310,726	594,022	7,320	24,618,118	3,221,166	5,103,710	495,598,772	0.350	N/A	N/A
2023	492,678,353	127,811,781	574,470	7,780	25,296,798	4,164,308	6,077,179	644,456,311	0.350	N/A	N/A
2024	512,719,992	183,098,899	574,470	7,780	26,707,643	4,709,637	59,435,069	668,383,352	0.350	N/A	N/A
2025	517,494,321	183,072,602	574,470	7,780	27,422,349	4,801,668	60,659,494	672,513,896	0.350	N/A	N/A

**Source:** Annual Town of Swansboro Report of Valuation and Property Tax Levies

**Notes:**

(1) Present use value property is agricultural and horticultural and forestland for which the owner has applied for the property to be taxed at its present use. The difference in taxes on the present use basis and the taxes that would have been payable are a lien on the property and are deferred. The taxes become due if the property ceases to qualify for present use value. The preceding three fiscal years taxes are then required to be paid. Property in Onslow County is reassessed every four years. The last reassessment was on January 1, 2022. The 22/23FY will reflect the reassessment as of January 1, 2022, and will be the basis for fiscal 2023 taxes. The county assesses property at 100 percent of actual value. Tax rates are per \$100 of assessed value.

(2) Public service companies valuations are provided to the County by North Carolina Department of Revenue. These amounts include both real and personal property.

(3) Per \$100 value.

(4) The estimated market value is calculated by dividing the assessed value by an assessment-to-sales ratio determined by the State Department of Revenue. The ratio is based on the actual property sales which took place during the fiscal year.

Table 6

Town of Swansboro, North Carolina  
**DIRECT AND OVERLAPPING PROPERTY TAX RATES**  
 Last Ten Fiscal Years  
*(rate per \$100 of assessed value)*

<b>Fiscal Year</b>	<b>Town's Direct Rate</b>		<b>Total</b>
	<b>Basic Rate</b>	<b>Overlapping Rates</b>	
2016	0.3500	0.6750	1.0250
2017	0.3500	0.6750	1.0250
2018	0.3500	0.7050	1.0550
2019	0.3500	0.7050	1.0550
2020	0.3500	0.7050	1.0550
2021	0.3500	0.7050	1.0550
2022	0.3500	0.6550	1.0050
2023	0.3500	0.6550	1.0050
2024	0.3500	0.6550	1.0050
2025	0.3500	0.6550	1.0050

**Sources:** Town Finance Office and Onslow County Tax Administrator/Collector

Table 7

Town of Swansboro, North Carolina  
**PRINCIPAL PROPERTY TAX PAYERS**  
 Current Year and Nine Years Ago

<b>Taxpayer</b>	<b>2025</b>			<b>2016</b>		
	<b>Taxable Assessed Value</b>	<b>Rank</b>	<b>Percentage of Total Town Taxable Assessed Value</b>	<b>Taxable Assessed Value</b>	<b>Rank</b>	<b>Percentage of Total Town Taxable Assessed Value</b>
Walmart Real Estate Business Trust	12,325,900	1	1.66			-
Whale Enterprises, LLC	4,701,488	2	0.63	4,129,340	2	0.97
Swansboro Ventures	4,047,699	3	0.55	5,793,126	1	1.35
Onslow Propeo Holdings LLC	4,045,710	4	0.55			0.00
All Stor Swansboro LLC	3,822,100	5	0.52	3,332,793	3	0.78
1435 W. Corbett LLC	3,541,700	6	0.48			
Cornerstone Square LLC	3,182,500	7	0.43	2,095,040	10	
Wal Mart Stores east LP US07179	2,835,002	8	0.38			-
Bailey & Fuller Properties LLC	2,814,080	9	0.38			-
The Rosemyr Corporation	2,796,180	10		2,184,890	7	
Swansboro Hill LTD Part			-	2,157,100	8	0.50
Stevenson John O & Susan B			0.00	2,119,220	9	-
A Sydes Construction Inc			0.00			
Perry Michael, Mark & George			-	2,563,900	4	0.60
Carolina Telephone			-	2,393,905	6	0.56
H M Wilson Development LLC						0.00
W. Keith Walsh, LLC						0.00
Jo & T LLC						0.00
Ward Farm LLC				2,407,240	5	
First Citizens Bank & Trust Co						0.00
<b>Total</b>	<b>\$ 44,112,359</b>		<b>5.58 %</b>	<b>\$ 29,176,554</b>		<b>2.44 %</b>

**Source:** Onslow County Tax Administrator/Collector

Table 8

Town of Swansboro, North Carolina  
**PROPERTY TAX LEVIES AND COLLECTIONS**  
 Last Ten Fiscal Years

Fiscal Year Ended June 30,	Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2016	1,502,478	1,464,618	97.48	3,510	1,468,128	97.71
2017	1,423,605	1,389,263	97.66	6,241	1,395,504	98.10
2018	1,562,956	1,538,748	98.45	2,893	1,541,641	98.64
2019	1,709,371	1,699,284	99.41	78	1,699,362	99.41
2020	1,758,462	1,739,898	98.94	2,659	1,742,557	99.10
2021	1,831,147	1,816,842	99.22	2,134	1,818,976	99.34
2022	1,909,069	1,895,709	99.30	2,332	1,898,041	99.42
2023	2,444,876	2,394,823	97.95	18,306	2,413,129	98.70
2024	2,576,373	2,537,995	98.51	5,911	2,543,906	98.74
2025	2,592,696	2,550,980	98.39	4,756	2,555,736	98.57

Source: Onslow County Tax Administrator/Collector

Table 9

Town of Swansboro, North Carolina  
**DIRECT AND OVERLAPPING SALES TAX RATES**  
 Last Ten Fiscal Years

<u>Fiscal Year</u>	<u>Onslow County <sup>a</sup></u>
2016	2.25
2017	2.25
2018	2.25
2019	2.25
2020	2.25
2021	2.25
2022	2.25
2023	2.25
2024	2.25
2025	2.25

**Sources:** Town Finance Office and Onslow County Finance Office

**Notes:** The County sales tax rate may be changed only with the approval of the state legislature.

<sup>a</sup> The Town does not levy a separate sales tax from the County.

Table 10

Town of Swansboro, North Carolina  
**RATIOS OF OUTSTANDING DEBT BY TYPE**  
 Last Ten Fiscal Years

Fiscal Year	Governmental Activities	Governmental Activities	Total Primary Government	Percentage of Personal Income <sup>a</sup>	Debt Per Capita
	Installment Purchase Loans	Leases			
2016	1,219,164	-	1,219,164	N/A	415
2017	2,037,551	-	2,037,551	N/A	691
2018	1,823,407	-	1,823,407	N/A	610
2019	1,605,876	-	1,605,876	N/A	527
2020	1,612,576	-	1,612,576	N/A	530
2021	1,454,727	-	1,454,727	N/A	388
2022	1,160,449	-	1,160,449	N/A	297
2023	913,074	-	913,074	N/A	223
2024	916,182	38,392	954,574	N/A	224
2025	964,316	-	964,316	N/A	231

**Notes:**

The Town has no outstanding general obligation bonds. Details regarding the Town's outstanding debt can be found in the notes to the financial statements ( Note 6 )

The Town of Swansboro entered into a 48-month lease as a Lessee for the use of NC ERP Pro 10 Financial Software from Tyler T

<sup>a</sup> See Table 13 for personal income and population data. These ratios are calculated using personal income and population for the prior calendar year.

N/A - Personal income information unavailable for this year

Table 11

Town of Swansboro, North Carolina  
**DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT**  
As of June 30, 2025

<b>Governmental Unit</b>	<b>Debt Outstanding</b>	<b>Estimated Percentage Applicable <sup>a</sup></b>	<b>Estimated Share of Direct and Overlapping Debt</b>
<b>Debt repaid with property taxes</b>			
Onslow County General Obligation Debt	\$ 10,585,000	3.38%	\$ 358,089
Other Debt			
Onslow County Limited Obligation Bonds	175,210,000	3.38%	\$ 5,927,335
Onslow County Certificates of Participation	3,330,000	3.38%	\$ 112,654
Onslow County Installment Purchase Loans	550,000	3.38%	\$ 18,606
Subtotal, overlapping debt			<u>6,416,685</u>
Town direct debt			<u>964,316</u>
Total direct and overlapping debt			<u><u>\$ 7,381,001</u></u>

**Sources:** Assessed value data used to estimate applicable percentages provided by the Onslow County Tax Collector/Assessor. Debt outstanding data provided by each governmental unit.

**Notes:** Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the Town. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of Swansboro. This process recognizes that, when considering the Town's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident--and therefore responsible for repaying the debt--of each overlapping government.

<sup>a</sup> For debt repaid with property taxes, the percentage of overlapping debt applicable is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of Onslow County's taxable assessed value that is within the Town's boundaries and dividing it by each unit's total taxable assessed value.

Table 12

Town of Swansboro, North Carolina  
**LEGAL DEBT MARGIN INFORMATION**  
 Last Three Fiscal Years

**Legal Debt Margin Calculation for Fiscal Year 2025**

Assessed valuations:

Assessed value	\$ 798,878,032
Add back: exempt real property	<u>(60,859,494)</u>
Total assessed value	<u>\$ 738,018,538</u>

Legal debt margin:

Debt limitation - 8 percent of total assessed value	59,041,483
Debt applicable to limitation:	
Total installment purchase obligations	<u>(964,316)</u>

Legal debt margin \$ 58,077,167

	2023	2024	2025
Debt limit	\$ 55,882,880	\$ 59,041,483	\$ 59,041,483
Total net debt applicable to limit	<u>913,074</u>	<u>916,182</u>	<u>964,316</u>
Legal debt margin	<u>\$ 54,969,806</u>	<u>\$ 58,125,301</u>	<u>\$ 58,077,167</u>
Total net debt applicable to the limit as a percentage of debt limit	1.6%	1.6%	1.6%

**Note:** Under state finance law, the Town's outstanding general obligation debt may not exceed eight percent (8%) of total assessed

Table 13

Town of Swansboro, North Carolina

**DEMOGRAPHIC AND ECONOMIC STATISTICS**

Last Ten Fiscal Years

Fiscal Year	(1) Population <sup>a</sup>	(2) Personal Income <sup>a</sup> (in thousands)	(2) Per Capita Personal Income <sup>a</sup>	(1) Median Age <sup>a</sup>	(3) School Enrollment <sup>b</sup>	(4) Unemployment Rate Percentage <sup>c</sup>
2016	2,940	N/A	26,429	38	3,337	5.5
2017	2,948	N/A	26,429	38	3309	5.5
2018	2,988	N/A	25,666	38	2,089	4.6
2019	3,045	N/A	25,699	38	3,217	4.5
2020	3,045	N/A	28,530	41	3,170	5.3
2021	3,750	N/A	28,530	41	3,402	4.8
2022	3,904	N/A	42,824	41	4,012	4.8
2023	4,102	N/A	45,028	45	3,427	4.8
2024	4,256	N/A	48,104	39	3,532	4.8
2025	4,179	N/A	54,915	43	3,390	4.6

**Sources:**

- (1) NC Office of State Planning - State Demographer and US Census Bureau
- (2) US Department of Commerce, Bureau of Economic Analysis
- (3) Onslow County Board of Education
- (4) NC Employment Security Commission
- (5) Census Reporter

NA - Data not available; approximately two-year lag in data released from BEA

**Notes:**

<sup>a</sup> Population, personal income, and median age information is based on surveys conducted during the last quarter of the calendar year. Populations are the Town's however, personal income, per capita personal income, and median age figures are for Onslow County, which include Town of Swansboro.

<sup>b</sup> Swansboro schools were contacted at the beginning of each school year for this information. Actual enrollment during the school year could have changed due to transfers and/or late enrollments.

<sup>c</sup> Unemployment rate information is as of June 30th.

Table 14

Town of Swansboro, North Carolina  
**PRINCIPAL EMPLOYERS, CURRENT YEAR**

<b>Employer</b>	<b>2025</b>		
	<b>Employees (b)</b>	<b>Rank</b>	<b>Percentage of Total County Employment</b>
Onslow County Board of Education (a)	412	1	30%
Walmart	286	2	21%
High Speed Gear Inc	87	3	6%
Food Lion, LLC	72	4	5%
Town of Swansboro	65	5	5%
Burger King	30	6	2%
McDonald's	27	7	2%
Wendys	26	8	2%
Piggly Wiggly	24	9	2%
Excell Learning Center	19	10	1%
<b>Total</b>	<b><u>1,048</u></b>		

**Sources:** Local employers.

**Notes:**

(a) Total includes staff at schools in Swansboro town limits: Swansboro High School, Swansboro Middle School, Swansboro Elementary School and Queens Creek Elementary

(b) Total includes full-time and part-time

Data for the nine years prior to the current period not presented because information is not available.  
 Note: Actual number of employees is not available; therefore, the range/ranking provided by the Employment Security Commission is used.

Table 15

Town of Swansboro, North Carolina  
**FULL-TIME TOWN GOVERNMENT EMPLOYEES BY FUNCTION/PROGRAM**  
Last Ten Fiscal Years

Function/Program	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
General government	11	11	13.5	14.5	13.75	13.75	13.75	16.5	16	17
Public safety	11	14	18	17	18.75	20.75	20.75	23.75	26.75	25.75
Transportation	4	4	1.5	1.5	1.3	1.3	2.3	2.75	2.05	3.05
Enterprise Fund-Stormwater	-	1	1	1	1.1	1.1	1.1	1.1	1.1	1.1
Enterprise Fund-Solid Waste	-	1	1	1	1.1	1.1	1.1	1.1	1.1	1.1
Enterprise Fund-Water	*	*	*	*	*	*	*	*	*	*
Enterprise Fund-Wastewater	*	*	*	*	*	*	*	*	*	*
<b>TOTAL</b>	<b>26</b>	<b>31</b>	<b>35</b>	<b>35</b>	<b>36</b>	<b>38</b>	<b>39</b>	<b>45</b>	<b>47</b>	<b>48</b>

\* As of January 1, 2007, all water and wastewater operations were transferred to ONWASA, a local water and sewer authority.

**Source:** Town Finance Office

Table 16

Town of Swansboro, North Carolina  
**OPERATING INDICATORS BY FUNCTION/PROGRAM**  
Last Ten Fiscal Years

Function/Program	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
General government										
Total permits issued related to:	796	840	956	1037	1144	847.00	650	502	631	463
Residential units	601	620	665	747	894	608.00	388	317	465	346
Commercial units	195	220	291	290	250	239.00	262	185	166	117
Business privilege license collections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police										
Physical arrests	111	153	130	179	142	174	258	227	226	218
Fire										
Emergency responses	334	363	370	379	446	449	715	883	1405	1538
Water										
Avg daily consumption (thousands of gallons)	*	*	*	*	*	*	*	*	*	*
Number of utility accounts	*	*	*	*	*	*	*	*	*	*
Wastewater										
Avg daily sewer treatment (thousands of gallons)	*	*	*	*	*	*	*	*	*	*
Number of utility accounts	*	*	*	*	*	*	*	*	*	*
Solid Waste Disposal										
Refuse collected (tons per fiscal year)	1007	1078	1163	1396	1301	1312	1392	1435	1438	1413
Yard waste collected (tons per fiscal year)	24	38	37	16	22	**	**	**	**	**
Recyclables collected (tons per fiscal year)	275	298	290	289	295	229	247	130	276	257

\* As of January 1, 2007, all water and wastewater operations were transferred to ONWASA, a local water and sewer authority

Physical Arrests prior to 2015, also included citations.

\*\*Landfill Tonnage details are taken from the Onslow County Solid Waste monthly invoice. As of 7.1.2020 no more yard waste tipping fees apply - Grapple Truck purchased and yard waste disposed directly now at no cost.

NA - Data not available

**Sources:** Various Town Departments

Table 17

Town of Swansboro, North Carolina  
**CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM**  
 Last Ten Fiscal Years

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>General government</b>										
Buildings	2	2	2	2	2	2	2	2	2	2
<b>Public Safety</b>										
Public Safety Building	1	1	1	1	1	1	1	1	1	1
Police										
Stations	**	**	**	**	**	**	**	**	**	**
Police vehicles	10	11	11	14	16	16	16	16	16	17
Fire										
Stations	**	**	**	**	**	**	**	**	**	**
Fire Vehicles / Engines	9	9	9	9	9	9	9	9	9	9
Fire Hydrants	304	304	304	304	304	304	304	304	304	304
<b>Transportation</b>										
Public Works										
Streets (miles)	14.23	14.72	14.72	14.72	14.95	15.29	15.17	15.72	16.73	17.29
<b>Cultural and Recreation</b>										
Recreation and Parks										
Parks	7	7	7	7	7	7	7	7	7	7
Playgrounds	3	3	3	3	3	3	3	3	3	3
Tennis courts	1	1	1	1	1	1	1	1	1	1
Volleyball courts	0	0	0	0	0	0	0	0	0	0
<b>Public Utilities</b>										
Water										
Water mains (miles)	*	*	*	*	*	*	*	*	*	*
Wastewater										
Sanitary sewers (miles)	*	*	*	*	*	*	*	*	*	*

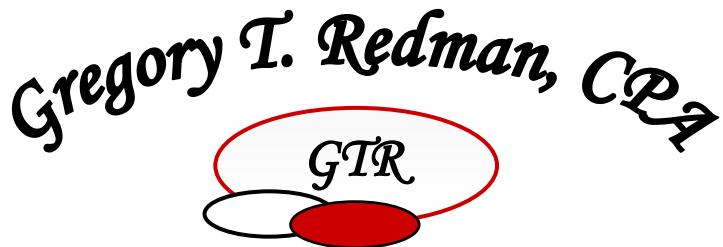
\* As of January 1, 2007, all water and wastewater operations were transferred to the County.

\*\*As of March 2016, Public Safety Building accommodates both Police and Fire.

**Sources:** Various Town Departments

## Compliance Section

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Member  
North Carolina Association of  
Certified Public Accountants

Member  
American Institute of  
Certified Public Accountants

Report on Internal Control over Financial Reporting  
and on Compliance and Other Matters Based on an Audit  
of Financial Statements Performed in Accordance with  
*Government Auditing Standards*

Independent Auditor's Report

To the Honorable Mayor and  
Members of the Board of Commissioners  
Town of Swansboro, North Carolina

I have audited in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, and each major fund, and the aggregate remaining fund information of Town of Swansboro, North Carolina as of and for the year ended June 30, 2025, the related notes to the financial statements, and have issued my report thereon dated November 22, 2025.

Report on Internal Control over Financial Reporting

In planning and performing my audit of the financial statements, I considered Town of Swansboro, North Carolina's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Town's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit, I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Town of Swansboro, North Carolina's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Bryan R. Johnson, CPA". The signature is fluid and cursive, with "Bryan R." on the first line and "Johnson, CPA" on the second line.

Tarboro, North Carolina  
November 22, 2025

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# Board of Commissioners Meeting

## Agenda Item Submittal

Item V - a.

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Item To Be Considered: **UDO Text Amendment – Establishing §152.034 Appearance Commission**

Board Meeting Date: **January 27, 2026**

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

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**Overview:** At its August 26, 2025, and October 28, 2025, meetings, the Board discussed options for formalizing the Appearance Commission, including private nonprofit status and formation of a Town advisory body. The Board expressed support for an advisory commission, provided staff involvement remained minimal, and the commission served in an advisory capacity only.

The proposed Appearance Commission, pursuant to N.C.G.S. §160D-304, would consist of seven regular members appointed by the Board. Any funds or grants would be administered through the Town's financial system, and staff support would be limited to the Town Clerk for meeting minutes.

On October 28, 2025, the Board unanimously approved creation of the commission.

**Background Attachment(s):** Ordinance 2026-O1

**Recommended Action:**

1. Hold a public hearing
2. Motion to adopt Ordinance 2026-O1 establishing the Appearance Committee as a Town advisory committee.

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

## ORDINANCE 2026-O1

### AN ORDINANCE TO AMEND CHAPTER 152 OF THE SWANSBORO UNIFIED DEVELOPMENT ORDINANCE TO ADD §152.034 APPEARANCE COMMISSION

**WHEREAS** North Carolina General Statute 160D-605 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

**WHEREAS** NCGS 160D-605 also states that when adopting or rejecting any zoning text or map amendment, the governing board shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive plan; and

**WHEREAS** the Board of Commissioners finds that the proposed text amendments are consistent with the current Comprehensive Plan, specifically the CAMA Land Use Plan, Land Use Compatibility, Create Zoning Standards that Enhance the Function and Appearance of the Gateway Corridor; and Implementation Recommendations and Strategies, Other Community Priorities, Enhance Appearance and Maintain Small Town Coastal Character, and considers the action taken to be reasonable and in the public interest.

**NOW BE IT ORDAINED** by the Town of Swansboro Board of Commissioners that the Unified Development Ordinance is amended as follows:

**TITLE XV: LAND USAGE**  
**CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE**  
**§152.034 THE APPEARANCE COMMISSION**

**(A) Establishment and Purpose**

Pursuant to N.C.G.S. 160D-304, there is hereby established an Appearance Commission (“Commission”) for the Town of Swansboro. The Commission shall serve as an advisory body to the Board of Commissioners and shall work to enhance and preserve the aesthetic and visual character of the Town.

**(B) Membership**

The Commission shall consist of seven (7) members appointed by the Board of Commissioners. Members must be a bonafide resident of the Town of Swansboro. A majority of the Commission shall consist of individuals with demonstrated experience or education in architecture, horticulture, landscape design, urban planning, public art, or other related fields. Members shall serve staggered three-year terms and may serve no more than two consecutive full terms.

**(C) Organization**

The Commission shall elect from its membership a Chairperson and Vice-Chairperson annually. The Town Clerk, or a designee, shall maintain accurate minutes of all meetings.

**(D) Meetings**

The Commission shall meet monthly at a regularly established date and time. All meetings shall comply with the North Carolina Open Meetings Law. A majority of the Commission’s membership shall constitute a quorum, and all actions shall be taken by a majority vote of members present.

**(E) Powers and Duties**

In accordance with NCGS §160D-960, the Appearance Commission shall have the following powers and duties:

- (1) To initiate, promote, and assist in the implementation of programs of general community beautification within the Town.
- (2) To coordinate the activities of individuals, agencies, and organizations—public and private—whose plans, activities, and programs bear upon the appearance of the Town.
- (3) To provide leadership and guidance in matters of area or community design and appearance to individuals, public and private organizations, and agencies.
- (4) To make studies of the visual characteristics and problems of the Town, including surveys and inventories, and to recommend standards and design policies for the whole community, individual neighborhoods, or specific projects.
- (5) To prepare both general and specific plans for the improved appearance of the Town, covering public and private property, public rights-of-way, open spaces, buildings, and any project within the Town's planning and development regulation jurisdiction.
- (6) To participate, in any way authorized by the Board of Commissioners, in the implementation of its appearance plans.
- (7) To recommend to the Board of Commissioners the adoption or amendment of ordinances—including zoning, subdivision, landscaping, signage, corridor standards, and other development regulations—that would enhance community appearance.
- (8) To promote public interest and understanding of appearance issues, enhance community awareness, and support beautification efforts.
- (9) The Board of Commissioners may confer any additional powers that align with NCGS §160D-960, provided they advance the improvement of visual and aesthetic characteristics of the Town.

**(F) Funding**

The Commission may receive Town appropriations and may accept contributions, grants, and donations from individuals, organizations, governmental agencies, and other lawful sources. All funds received, held, or expended by the Commission shall be administered strictly in accordance with the Town of Swansboro's financial policies and procedures, and in compliance with the North Carolina Local Government Budget and Fiscal Control Act (G.S. Chapter 159). No funds shall be obligated or expended except as authorized through the Town's adopted budget, purchasing procedures, and applicable fiscal regulations.

Section 2. All ordinances in conflict with this amendment are hereby repealed.

Section 3. This ordinance shall become effective upon adoption.

Adopted by the Board of Commissioners in regular session, January 27, 2026.

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William Justice, Mayor

Attest:

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Alissa Fender, Town Clerk



# Board of Commissioners Meeting

## Agenda Item Submittal

Item V - b.

Item To Be Considered: **Rezoning Request- Parcel ID 012535 (Swansboro Loop Road)**

Board Meeting Date: **January 27, 2026**

Prepared By: **Rebecca Brehmer, CFM, CZO – Planner**

**Overview:** Pinnacle Construction and Development, LLC, on behalf of property owners, Family Freedom, LLC has submitted a rezoning request for a property on Swansboro Loop Road from RA - Residential/Agricultural to R10SF - Residential. The property is located in Swansboro's ETJ, and is further identified as tax parcel ID 012535, and the total acreage requested for rezoning is +/- 1 acre.

Pinnacle Construction and Development LLC are under contract to buy the property contingent on if the re-zoning is granted with the plan to subdivide the property to build a couple single family homes. With its current RA zoning and 1 1/2 minimum lot size for new lots, this is not possible with its current designation. Additionally, the CAMA Land Use Plan labels this property as RA -Residential/Agricultural, deeming it important to preserve existing agricultural lands, though it does outline residential structures separated by large yards and farms. Given this designation, this request does not appear to be consistent with the future land use plan. That being said, it is important to note that abutting properties are zoned R10SF and R20SF. R10SF – Residential is still a residential designation, but allows for 10,000 square foot lots, making the division of the property into several lots possible. At their December 2, 2025, regular meeting, the Planning Board did not recommend this rezoning for approval to the BOC due to inconsistency with the future land use plan.

### **Background Attachment(s):**

1. Application
2. Zoning Map
3. CAMA Future Land Use Map
4. Ordinance 2026-O2
5. Comprehensive Plan Consistency Statement

### **Recommended Action:**

1. Hold a public hearing
2. Motion to approve or deny Ordinance 2026-O2 to rezone parcel ID 012535 (Swansboro Loop Road) from RA - Residential/Agricultural to R10SF – Residential.

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

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Item V - b.

**Town of Swansboro**  
**601 W. Corbett Avenue Swansboro, NC 28584**  
**Phone (910) 326-4428 - Fax (910) 326-3101**

**APPLICATION FOR ZONING & ORDINANCE AMENDMENTS**

**Check the Appropriate Blank**

Add a Use to a Zoning District  
 Remove a Use from a Zoning District  
 Create a New Zoning District  
 Future Land Use Map Amendment

**Application No.** \_\_\_\_\_

Amend Code of Ordinances  
 Amend Unified Development Ordinance  
 Zoning District Designation Change

**A complete application must be received with the fee by the third Friday prior to the month of review.**

Property Owner Name Freedom Family LLC Phone # 919-330-3467 Floyd

Address of Zoning Request 241 Swansboro Loop Rd, Swansboro, NC 28584

Mailing Address 123 Lowery Lane, Swansboro, NC 28584

**Zoning Amendments**

Attach a copy of the legal description of the property (including address if assigned) that is requested for a zoning change (i.e. metes and bounds). The application will not be scheduled for review until these items are received.

Provide a list names and mailing address of adjacent property owner on the reverse side of this application. The application will not be scheduled for review until these items are received.

Present Zoning R.A Desired Zoning R 10

Probable Use of Property single family home

Reason for Zoning Change Request to subdivide the one acre lot

**Ordinance Amendments**

Code Section to be amended \_\_\_\_\_

Print clearly the code section wordage to be amended \_\_\_\_\_

Print clearly the code section wordage as suggested \_\_\_\_\_

Reason for requested amendment \_\_\_\_\_

Signature Mayle Nunn Date 1/10/25

**Future Land Use Map Amendment**

Present Future Land Use Category \_\_\_\_\_ Desired Future Land Use Category \_\_\_\_\_  
Use of Property \_\_\_\_\_

Reason for Future Land Use Map Change Request \_\_\_\_\_

**Town Hall Use Only**

Fee Paid \$400 Date Received 1/4/25 Date scheduled for Planning & Zoning Board review 1/21/25

Recommendation from Planning & Zoning Board Denial

Public Hearing Run Dates 1/14/26 & 1/21/26 Date of Public Hearing 1/27/26

Effective Date of Change \_\_\_\_\_ Ordinance Number \_\_\_\_\_

**Owner:**

FAMILY FREEDOM GROUP LLC

**Mailing Address:**

123 LOWERY LN  
SWANSBORO NC 28584-7542

November 2025

Item V - b.

NC PIN:

536503227691

Map Number:

1319-234

Parcel ID:

012535

## General Information

Total Acres: 1

Land Value: \$ 0

Bldg Value: \$ 0

Market Val: \$ 0

Heated Sqft:

# of Bedrooms:

Year Built:

Nhbd Code: 4398

Improv Code: R

Township: SWANSBORO

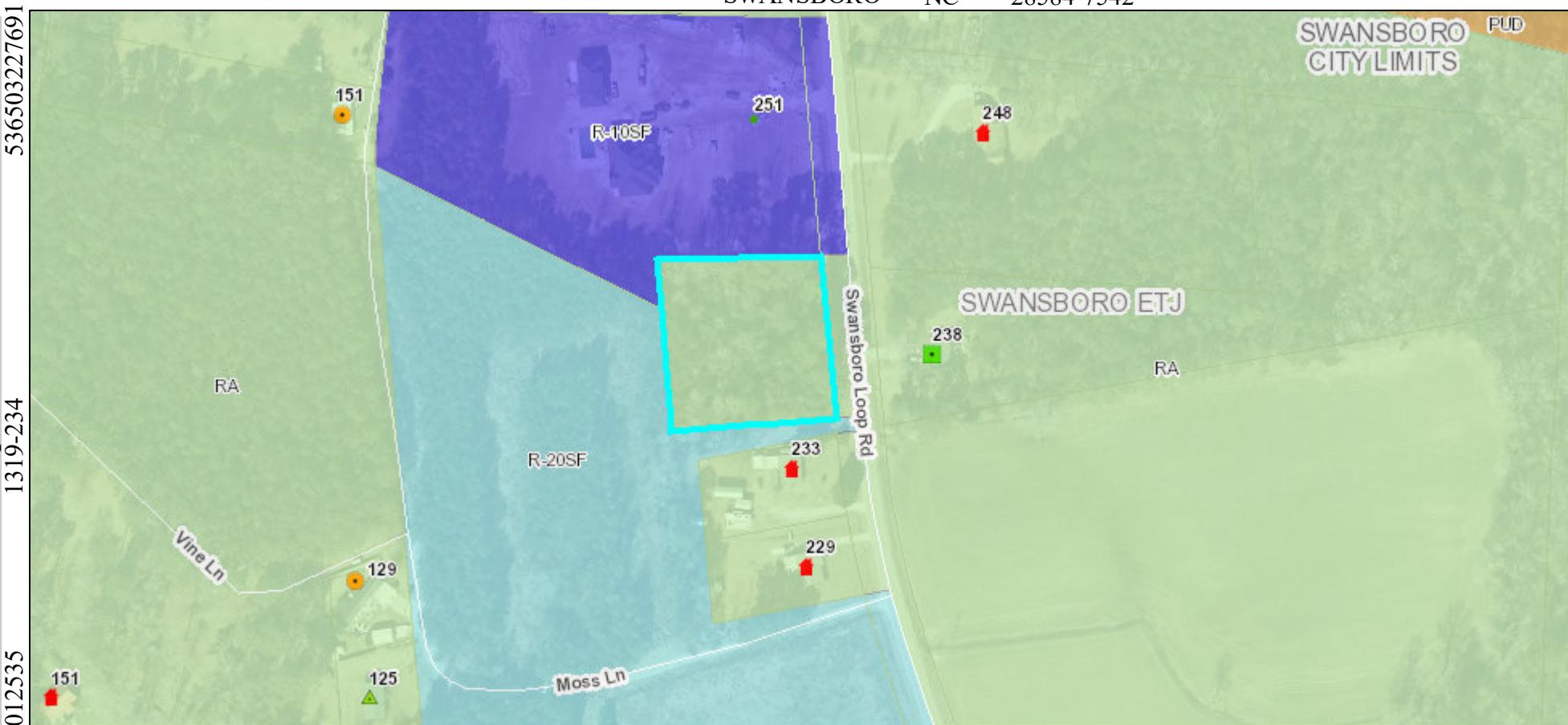
City Limit: UNINCORPORATED ONSLOW

Fire District: WHITE OAK RIVER (SWANSBORO)

Subdivision: NO SUBDIVISION RECORDED

Property Desc: SR 1444

Plat Book: 00NO-SUBDIV



**Physical Address:** SWANSBORO LOOP RD

**WARNING: THIS IS NOT A SURVEY**

This map was prepared for the inventory of real property found within jurisdiction, and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public primary sources should be consulted for verification of the information contained on this map. The County and mapping company assume no legal responsibility for the information contained on this map.

### Last Sale Info:

**Deed Ref:** 6046 / 910

**Sale Price:** \$ 53500

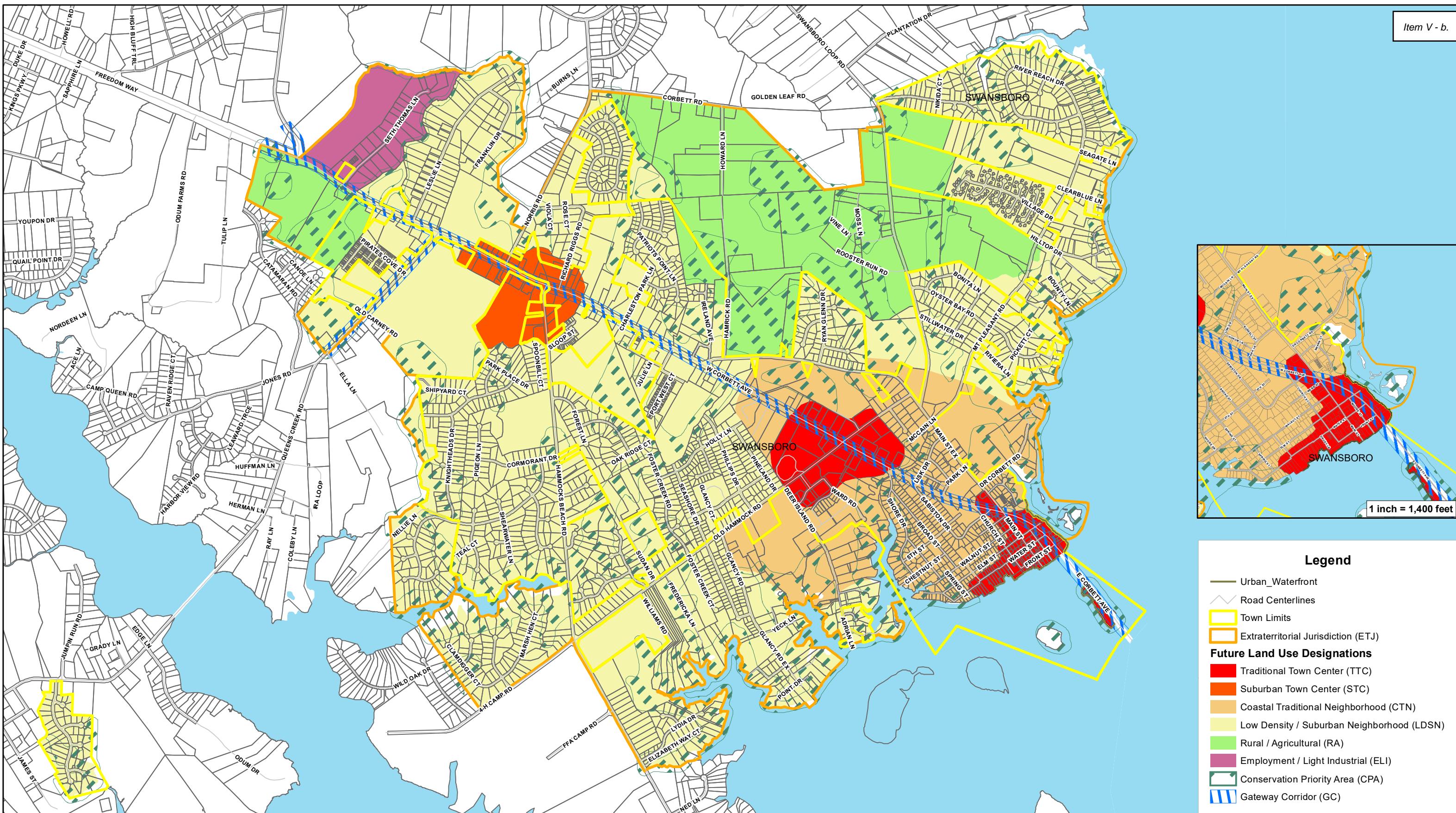
**Sale Date:** 11-OCT-23



Onslow County  
Geographical Information Services  
234 NW Corridor Blvd  
Jacksonville, NC 28540  
(910) 937-1190  
gis@onslowcountync.gov

0 70 140 280 420 Feet





# SWANSBORO CAMA LAND USE PLAN UPDATE

## - Future Land Use -

Adopted: January 22, 2019

Amended: June 8, 2020

Date printed: 2/12/2020



**ORDINANCE 2026-O2**  
**AN ORDINANCE TO AMEND THE ZONING ORDINANCE (ZONING MAP) OF THE**  
**TOWN OF SWANSBORO**

WHEREAS North Carolina General Statute 160d-605 and 160D-701 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

WHEREAS NCGS 160D-604 also states that when adopting or rejecting any zoning amendment, the governing board shall approve a statement describing whether its action is consistent with an adopted Comprehensive Plan and any other officially adopted plan that is applicable, and briefly explain why the board considers the action taken to be reasonable and in the public interest; and

WHEREAS the Board of Commissioners finds that the proposed re-zoning of PARID Number: 012535 located off Swansboro Loop Road, is reasonable and in the public interest because the conversion of approximately 1 acre from RA - Residential/Agricultural designation to R10SF - Residential zoning designation is not consistent with the Comprehensive Plan, specifically the Land Use Plan, but still residential in nature.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Zoning Map be amended by converting PARID Number: 012535 from RA - Residential/Agricultural zoning designation to R10SF - Residential zoning designation.

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, January 27, 2026.

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William Justice, Mayor

Attest:

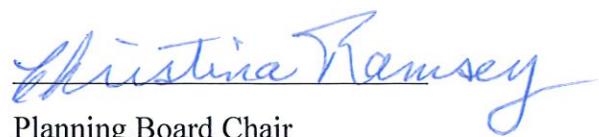
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Alissa Fender, Town Clerk

**TOWN OF SWANSBORO PLANNING AND ZONING BOARD  
STATEMENT OF CONSISTENCY**

On December 2, 2025, the Planning Board heard the requested rezoning of one parcel located on Swansboro Loop Road from RA (Residential/Agricultural) to R10SF. The area is further identified as tax parcel ID 012535 containing 1 acre. The proposed change from RA (Residential/Agricultural) to R10SF is not consistent with the Comprehensive Plan, specifically the Future Land Use Map, and has been recommended for denial by the Planning Board.

This statement reflects the recommendation of the Town of Swansboro Planning Board, the 2<sup>nd</sup> day of December 2025.



Planning Board Chair



Town Planner



# Board of Commissioners Meeting

## Agenda Item Submittal

Item VI - a.

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Item To Be Considered: **EOC/PSB Design-Build Firm Selection**

Board Meeting Date: **January 27, 2026**

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

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**Overview:** The Town solicited Requests for Qualifications (RFQ) for Design-Build services for the construction of the new Emergency Operations Center/Public Safety Center.

The RFQ was published on the town website from June 26, 2025, to July 18, 2025. Additionally, packets were emailed to multiple organizations directly.

Three firms submitted RFQ's for consideration. After Staff review, representatives from two companies, Oakley-Collier and Bobbitt, were invited to make presentations. Both firms had extensive experience building EOC/PSB buildings. However, staff ultimately chose Bobbitt as the preferred provider. Chief Randall noted Bobbitt not only highlighted individual qualifications but also explained why each team member was selected for the Swansboro project. Chief Taylor noted a more thorough and intentionally structured approach to site management, ensuring continuity, accountability, and oversight throughout the project.

**Background Attachments:**

1. RFQ
2. Staff Recommendations

**Recommended Action:** Authorize staff to enter into contract negotiations with Bobbitt for Design Build Services.

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

## REQUEST FOR QUALIFICATIONS

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

**June 26, 2025**



## **Project Introduction**

Pursuant to North Carolina General Statue 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, July 18, 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 4.93 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 of 4.93 acres +/- . 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 site engineering services for the project, including preparation of 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) Provide a suitability report of the engineering investigation
- II) Preparing site, architectural, structural, mechanical, plumbing, and electrical design plans to include:
  - i) Site Design: Planned Emergency Operations Center/Public Safety Building
  - ii) Building Design
- III) Development and refinement of cost estimates and project schedules to be provided with each design deliverable.
- 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 and specialty item training.

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

### ***Budget***

The Town of Swansboro's estimated total budget for 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	June 26, 2025
Deadline for Questions and Clarifications for the RFQ	July 11, 2025
Deadline for RFQ Submittal	July 18, 2025
Complete Firm Interviews	July 28-30, 2025
Request Council Approval to Begin Contract Negotiations	August 12, 2025
Notice to Proceed - Begin Design	September 1, 2025
Begin Construction	Summer 2026
Project Complete	July – August 2027

## **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, pages are to be single sided and counted as 1 page:

- 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 (maximum 2 pages)**

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 (maximum 3 pages)**

- 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 (maximum 6 pages)**

- 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 construction software used for construction admin, 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 (maximum 5 pages)**

- Please describe the firm's overall reputation, service capabilities, and quality of work as it relates to this project.
- Provide up to five (5) relevant projects completed by design build of Public Safety Related Infrastructure {Fire, Police, EMS, Emergency Operations Centers, and/or Fire-Rescue Training Facilities} or in combination as multi-functional facility 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, note any factors resulting in additional costs
  - ❖ 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 firm 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 relevant 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.



# Swansboro Fire Department

Item VI - a.

609 W Corbett Ave. Swansboro, NC 28584

(910)326-5908

November 26, 2025

## 70% - Design-Build Experience & Demonstrated Understanding/Approach

Both Oakley-Collier/Daniels & Daniels and Bobbitt presented strong design-build qualifications and relevant experience in public safety facilities. However, Bobbitt demonstrated a more cohesive and polished understanding of the Town's expectations and the overall project approach. Their interview performance, organized, interruption-free, and fully prepared, reflected a high level of professionalism and attention to detail.

Bobbitt also articulated a clearer, more robust site-management plan, proposing three full-time site managers and one dedicated project manager throughout the project duration. This level of oversight provides stronger continuity, accountability, and communication. In contrast, Daniels & Daniels/Oakley-Collier's plan relied on a single superintendent with limited on-site presence, raising concerns about day-to-day oversight of a project of this magnitude.

While both firms described similar transparency mechanisms and projected similar completion timelines, Bobbitt's team showed a sharper ability to interpret questions, respond directly, and provide clarity, demonstrating a deeper grasp of the project's objectives and expectations.

## 30% - Certifications, Deliverable Quality, Timeline, & Narrative Statement

Both firms meet the required certifications and offer comparable quality assurances and deliverable processes. Their projected timelines were nearly identical, targeting an August 2027 completion with the potential for early delivery.

The differentiating factor within this 30% category came from the narrative statements and the way each firm presented its team. Bobbitt not only highlighted individual qualifications but also explained why each selected member was intentionally chosen for the Swansboro project. This reinforced their narrative of a unified, fully integrated company operating under one roof.

Conversely, Daniels & Daniels/Oakley-Collier's presentation, while technically sound, was affected by multiple cell phone interruptions, raising questions about attention to detail and presentation discipline. Additionally, their introduction format emphasized individual experience but did not convey the same level of intentional team alignment specific to this project.

## Recommendation

Both firms are fully capable of delivering the Public Safety and Emergency Operations Center, and selecting either would not be a misstep. However, based on the weighted evaluation criteria, Bobbitt scores stronger due to:



## Swansboro Fire Department

Item VI - a.

609 W Corbett Ave. Swansboro, NC 28584

(910)326-5908

- A superior demonstration of professionalism and preparedness
- A more comprehensive, dedicated approach to site management
- Clearer communication and responsiveness during the interview
- A narrative statement and team structure tailored specifically to Swansboro's project needs

These factors collectively place Bobbitt ahead in terms of overall alignment with the RFQ scoring criteria and the Town's expectations for a project of this scope and public visibility.

Respectfully,

A handwritten signature in black ink, appearing to read "J. Randall".

Jacob Randall

Fire Chief

# Swansboro Police Department

609 W Corbett Avenue Swansboro, NC 28584

(910)-326-5151

November 26, 2025

## **70%-Design-Build Experience and Demonstrated Understanding/Approach**

Both companies, Bobbitt and Oakley-Collier/Daniels & Daniels, offered strong design-build qualifications and relevant experience with public safety facilities. However, Bobbitt exhibited a more consistent and well-communicated understanding of the Town's expectations and overall project approach. Their interview was organized, uninterrupted, and thoroughly prepared and reflected a high level of professionalism and attention to detail.

Bobbitt's presentation was clearer with a stronger site-management plan. Bobbitt's proposal for three full-time site managers, as well as a dedicated project manager for the length of the project should provide a stronger level of communication and continuity. Daniels & Daniels/Oakley-Collier proposed relying on a single superintendent with limited on-site presence, thus raising concerns about the day-to-day oversight of a project of this scale.

Although both firms outlined comparable transparency measures and proposed similar completion timelines, Bobbitt's team demonstrated a stronger ability to understand the questions, promptly responded, and provided clear, concise explanations. This reaction reflected a greater understanding of the expectations and objectives of the project.

For the Design-Build Experience and Demonstrated Understanding/Approach category, I would select Bobbitt. Their overall professionalism, the clarity with which each team member explained their role and responsibilities, and their strong attention to detail collectively demonstrated a well-coordinated, continuous approach to the project.

## **30%-Certifications, Deliverable Quality, Timeline, and Narrative Statement**

Both organizations meet the required certifications and offer similar quality assurance measures and deliverable methods. Both projected a timeline of July- August 2027 completion with the potential for early completion.

The distinguishing aspect within this 30% category came from the narrative statements and the way each company introduced its team. Bobbitt each team members qualifications and distinctly supported why each member was chosen for the Swansboro EOC/Public Safety Building project. This method supported their description of a fully integrated company that operates under one roof without having to contract out any other aspects of the project.

In contrast, Daniels & Daniels/Oakley-Collier's presentation, while comprehensive, was a little less formal. There were a few interruptions and technical issues with their power point presentation. These issues could be a cause for concerns about their attention to detail. Furthermore, their introduction format highlighted individual experience but did not convey the same level of purposeful team configuration specific to the project.

For the Certifications, Deliverable Quality, Timeline, and Narrative Statement category, although both organizations are certified and fully qualified, I would select Bobbitt. Their overall professional and seamless presentation, combined with the clarity and confidence with which they described each team member's role in the project, set them apart.

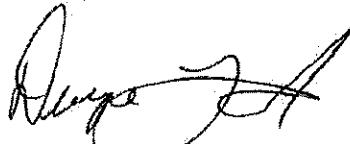
### Recommendation

Both firms are fully capable of delivering the Swansboro Public Safety and Emergency Operations Center and selecting either would not constitute an oversight. However, based on the weighted evaluation criteria, Bobbitt ultimately scores higher due to several key factors:

- A consistently superior demonstration of professionalism and preparedness, reflected in both their presentation quality and engagement during the interview.
- A more thorough and intentionally structured approach to site management, ensuring continuity, accountability, and on-site oversight throughout the project.
- Exhibited a high level of clarity and responsiveness in addressing questions during the interview, reflecting a strong understanding of the project's objectives.
- Provided a narrative statement and team structure intentionally tailored to the specific needs of the Swansboro project.

These are the factors that place Bobbitt at the forefront in terms of aligning with the RFQ scoring criteria and what the Town's hope is for a project of this scale and prominence-a project that will serve Swansboro's first responders for the next forty years.

Sincerely,



Dwayne Taylor

Chief of Police



# Board of Commissioners Meeting

## Agenda Item Submittal

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Item To Be Considered: **Correction to Public Safety Salary Schedule FY 2025-2026**

Board Meeting Date: **January 27, 2026**

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

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**Overview:** An amendment is requested to the salary schedule approved on June 10, 2025, to reflect the corrected minimum salary amounts, with the effective date remaining July 1, 2025.

The Public Safety Salary Schedule was adopted with the FY 2025–2026 Budget Ordinance. However, staff subsequently identified that the minimum salary column did not update correctly on the spreadsheet to reflect the Board of Commissioners approved 1.5% cost-of-living adjustment (COLA). This administrative error has been corrected, and the revised salary schedule is attached for the Board's review. No employees' salaries were affected.

**Background Attachment(s):** Amended Salary Schedule for Public Safety for FY 2025-2026

**Recommended Action:** Motion to approve the Amended Salary Schedule for Public Safety for FY 2025-2026

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

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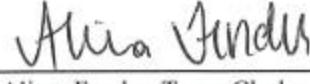
## Public Safety Salary Schedule FY 2025-26

Grade	Minimum	Maximum
11	\$35,897.36	\$54,653.73
12	\$37,692.23	\$57,386.42
13	\$39,576.84	\$60,255.74
14	\$41,555.68	\$63,268.52
15	\$43,633.47	\$66,431.95
16	\$45,815.14	\$69,753.55
17	\$48,105.90	\$73,241.23
18	\$50,511.19	\$76,903.29
19	\$53,036.75	\$80,748.45
20	\$55,688.59	\$84,785.87
21	\$58,473.02	\$89,025.17
22	\$61,396.67	\$93,476.43
23	\$64,466.50	\$98,150.25
24	\$67,689.83	\$103,057.76
25	\$71,074.32	\$108,210.65
26	\$74,628.03	\$113,621.18
27	\$78,359.43	\$119,302.24
28	\$82,277.41	\$125,267.35
29	\$86,391.28	\$131,530.72
30	\$90,710.84	\$138,107.26

This Public Safety Salary Schedule was hereby adopted by the Board of Commissioners in regular session on June 10, 2025

  
\_\_\_\_\_  
William Justice, Mayor

Attest:

  
\_\_\_\_\_  
Alissa Fender, Town Clerk



**Amended Public Safety Salary Schedule FY 2025-26**

Item VI - b.

**Town of Swansboro****Public Safety Salary Schedule FY 2025-26**

<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
11	\$36,435.82	\$54,653.73
12	\$38,257.61	\$57,386.42
13	\$40,170.49	\$60,255.74
14	\$42,179.02	\$63,268.52
15	\$44,287.97	\$66,431.95
16	\$46,502.37	\$69,753.55
17	\$48,827.48	\$73,241.23
18	\$51,268.86	\$76,903.29
19	\$53,832.30	\$80,748.45
20	\$56,523.92	\$84,785.87
21	\$59,350.11	\$89,025.17
22	\$62,317.62	\$93,476.43
23	\$65,433.50	\$98,150.25
24	\$68,705.17	\$103,057.76
25	\$72,140.43	\$108,210.65
26	\$75,747.45	\$113,621.18
27	\$79,534.83	\$119,302.24
28	\$83,511.57	\$125,267.35
29	\$87,687.15	\$131,530.72
30	\$92,071.50	\$138,107.26

This Public Safety Salary Schedule was hereby adopted by the Board of Commissioners in regular session on June 10, 2025

---

William Justice, Mayor

Attest:

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Alissa Fender, Town Clerk

**TOWN OF SWANSBORO  
FINANCIAL REPORT  
(AS OF DECEMBER 31, 2025)**

**REVENUES**

**EXPENDITURES**

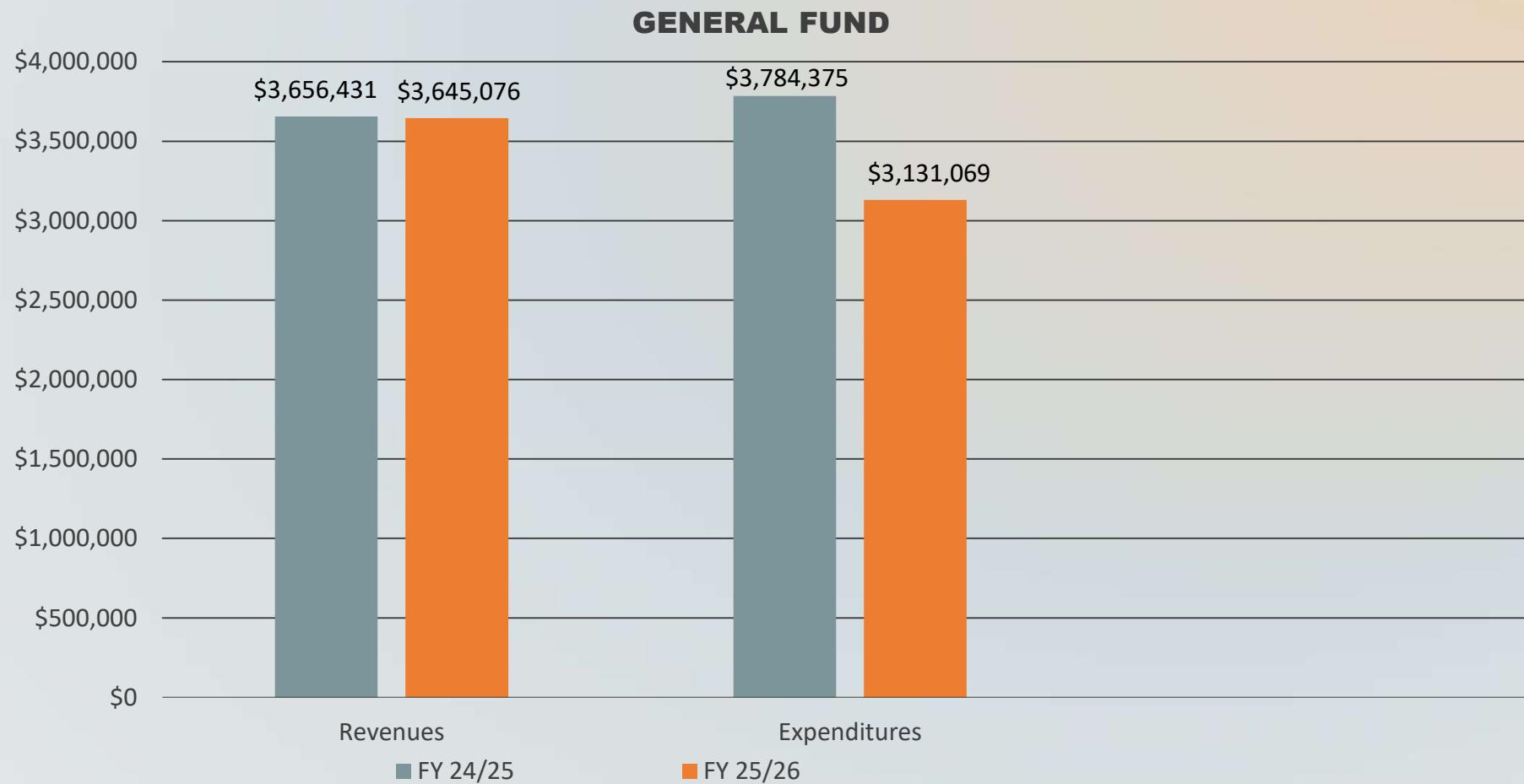
**LOAN PAYMENTS**

**INVESTMENTS**

**GRANT UPDATE**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF DECEMBER 31, 2025)**

Item VI - c.



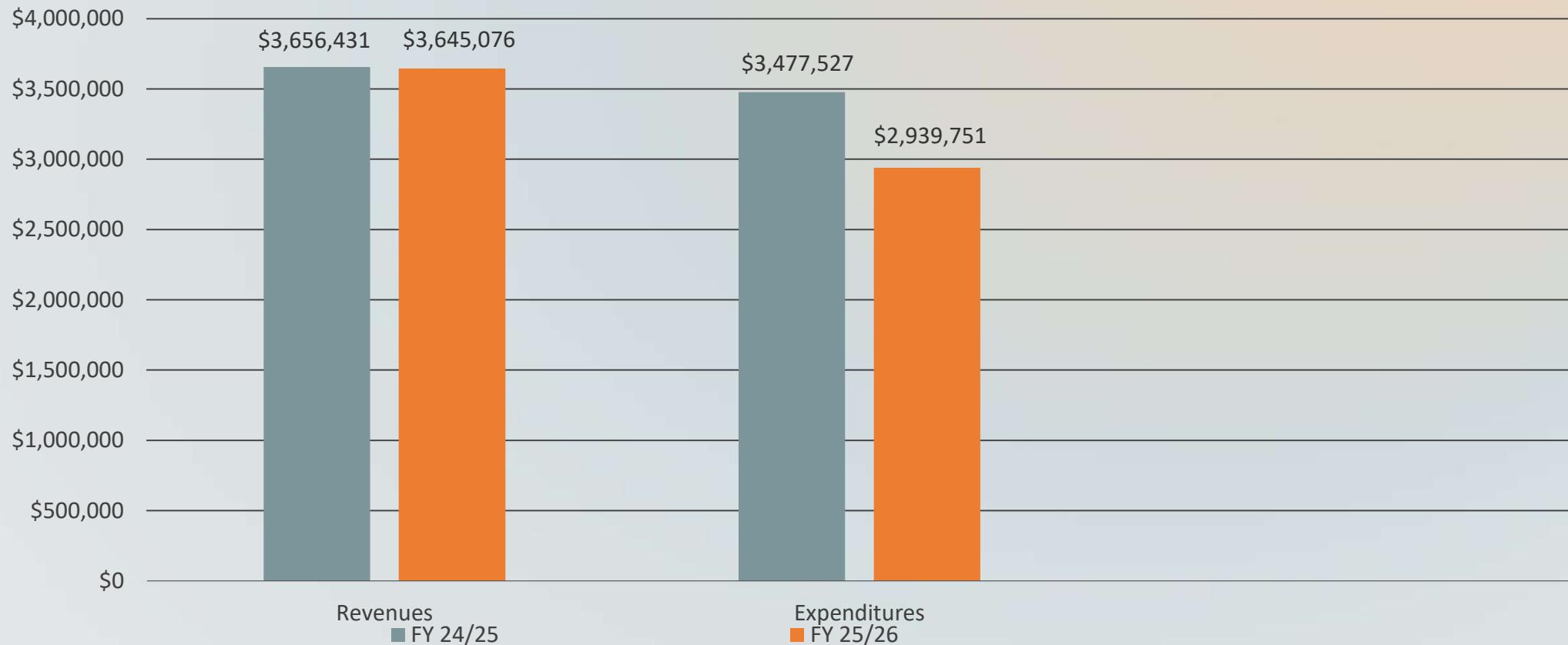
**ENCUMBRANCES INCLUDED**  
**Total Excess of Revenues Over Expenditures-\$514,007**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF DECEMBER 31, 2025)**

*Item VI - c.*

**(ACTUAL)**

**GENERAL FUND**



**(ENCUMBRANCES NOT INCLUDED)**

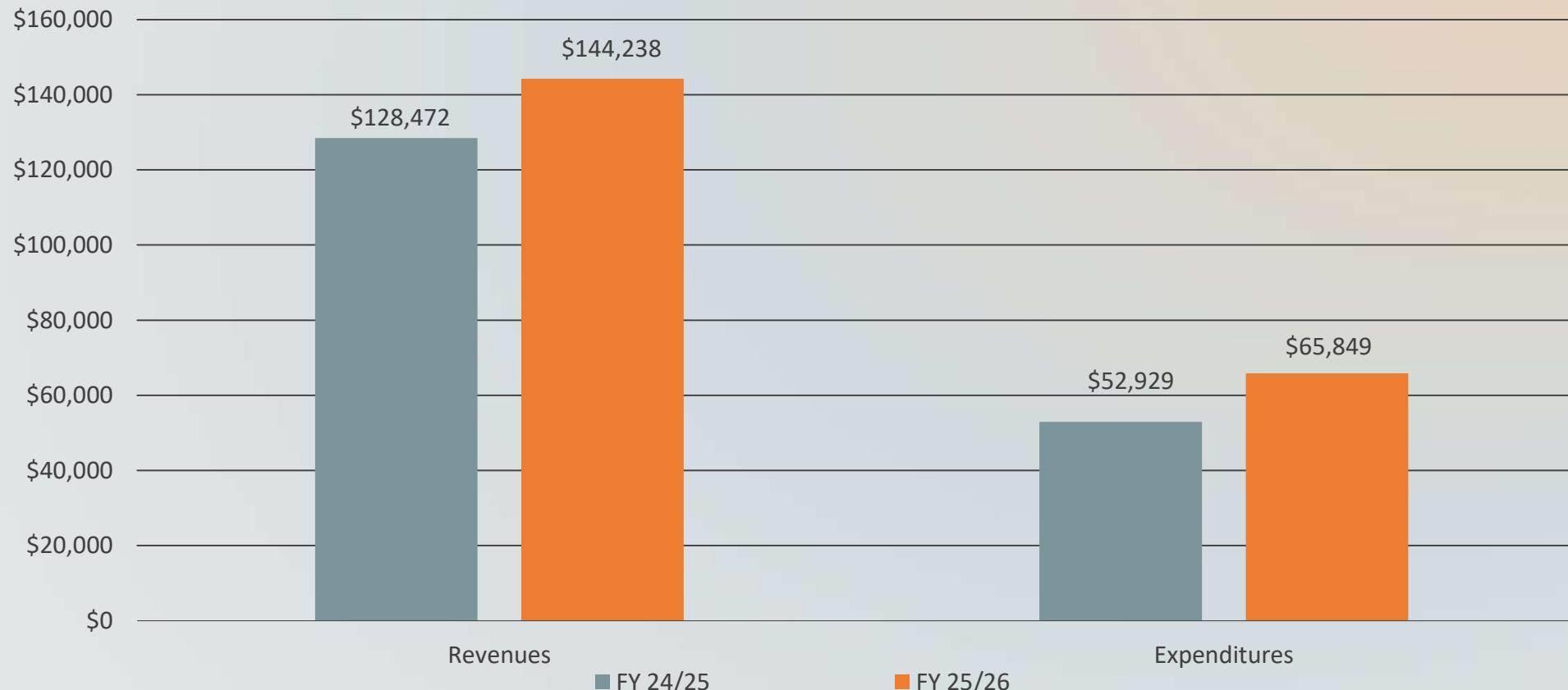
**Total Excess of Revenues Over Expenditures- \$705,325**

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % December 31, 2025
NON DEPARTMENTAL	581,365	382,256	589	65.9%
GOVERNING BODY	297,004	25,458	2,104	9.3%
ADMIN SERVICES	445,135	202,377	1,828	45.9%
FINANCE	337,748	155,044	1,199	46.3%
LEGAL	59,300	17,945	-	30.3%
PUBLIC BUILDINGS	300,115	87,973	15,558	34.5%
FIRE	1,607,343	830,895	26,251	53.3%
PERMITTING	301,128	137,855	2,120	46.5%
PLANNING	92,066	53,866	-	58.5%
POLICE	1,429,971	544,291	108,071	45.6%
PUBLIC WORKS-STREETS	840,983	187,702	1,954	22.6%
POWELL BILL-STREETS	126,580	4,148	367	3.6%
PARKS & RECREATION	573,067	171,585	20,217	33.5%
DOWNTOWN FACILITIES	108,451	57,963	1,235	54.6%
FESTIVALS & EVENTS	154,689	73,477	9,084	53.4%
EMERGENCY MANAGEMENT	12,000	6,915	740	63.8%
<b>TOTAL</b>	<b>7,266,945</b>	<b>2,939,751</b>	<b>191,318</b>	<b>43.09%</b>

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF DECEMBER 31, 2025)**

Item VI - c.

**STORMWATER ENTERPRISE FUND**

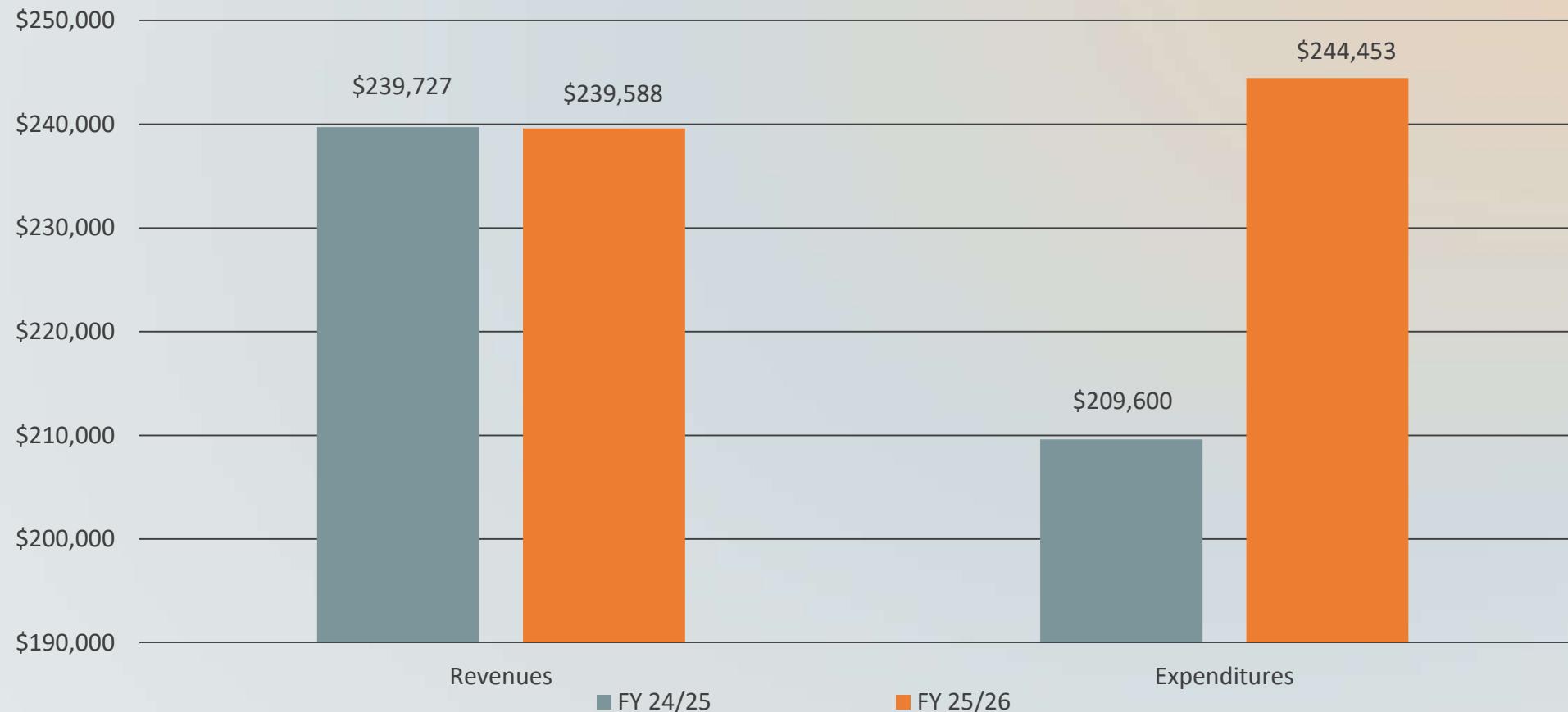


**ENCUMBRANCES INCLUDED**  
Total Excess of Revenues Over Expenditures **\$78,389**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF DECEMBER 31, 2025)**

*Item VI - c.*

**SOLID WASTE ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
**Total Excess of Revenues Over Expenditures-(-\$4,865)**

**TOWN OF SWANSBORO  
LOAN REPORT  
(AS OF DECEMBER 31, 2025)**

Item VI - c.

<b>Item</b>	<b>Principal Balance</b>	<b>Interest Rate</b>	<b>End Date</b>	<b>Annual Debt Service</b>
<b>Town Hall/Tanker</b>	<b>\$241,087</b>	<b>2.69</b>	<b>03/21/2028</b>	<b>\$84,724</b>
<b>Fire Truck</b>	<b>\$46,544</b>	<b>2.08</b>	<b>11/01/2026</b>	<b>\$47,512</b>
<b>Sleeping Quarters</b>	<b>\$50,000</b>	<b>2.43</b>	<b>12/14/2026</b>	<b>\$26,823</b>
<b>Vehicles(Police &amp; Fire Department) &amp; Software</b>	<b>\$22,955</b>	<b>1.84</b>	<b>7/15/2026</b>	<b>\$23,377</b>
<b>Cab Tractor/Dump Truck</b>	<b>\$208,276</b>	<b>4.82</b>	<b>4/3/2029</b>	<b>\$58,491</b>
<b>Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles</b>	<b>\$474,425</b>	<b>4.40</b>	<b>12/1/2029</b>	<b>\$131,934</b>
<b>Total Debt</b>	<b>\$1,043,287</b>			<b>\$372,861</b>

**TOWN OF SWANSBORO  
CASH & INVESTMENTS REPORT  
(AS OF DECEMBER 31, 2025)**

*Item VI - c.*

**CASH & INVESTMENTS**

<b>BANK</b>	<b>BALANCE</b>	<b>INTEREST RATE</b>
<b>First Citizens Bank</b>	\$387,550	.05%
<b>NC CMT-General</b>	\$6,729,209	3.74%
<b>TD Bank</b> (SCIF Funds for EOC & Sidewalks)	\$8,377,446	3.50%

# GRANT UPDATE

Item VI - c.

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,100,792	\$1,807	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$384,314	\$0	\$2,336
Emergency Operation Center	\$9,739,695	\$1,562,744	\$0	\$8,176,951
Emmerton School Repairs	\$499,000	\$326,578	\$0	\$172,422
Stormwater Master Plan	\$400,000	\$334,886	\$0	\$65,114
Main Street Dock Replacement	\$170,164	\$9,541	\$0	\$160,623
Total Outstanding Grants	\$12,298,108	\$3,718,855	\$1,807	\$8,577,446

# Any Questions

?



# Board of Commissioners Meeting

## Agenda Item Submittal

Item VI - d.

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

Board Meeting Date: **January 27, 2026**

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.

### **February 4th Special Budget Workshop**

#### **February 10th or 24th**

- \* Student Recognition – Kristen Newbold
- \* Swimming Pool Survey Review
- \* Appointment of members to Appearance Commission
- \* Monthly financial report

#### **March Meeting Dates**

10th & 24th

### **Future Agenda Items**

- \* Street Acceptance of Swansgate (*developer has applied*)
- \* Waterfront Access and Development Plan (*review/revision considerations*)
- \* Community Presentations (*ongoing monthly*)
- \* DOD Grant (*anticipated award date, August 12<sup>th</sup>*)
- \* EMS Plan (*ongoing*)
- \* Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- \* Senate Bill 382 Down Zoning review
- \* Onslow County Fire Contract/Strategic Planning
- \* WithersRavel Grant Update Presentation (*tentative*)
- \* Visitor's Center Renovation Project
- \* Joint Workshop Meeting with Historic Preservation Commission

## PROJECTS REPORT

### Town Projects/Initiatives Update

**January 2026**

Submitted By: Jon Barlow, Town Manager

---

This report is an on-going list of Town projects/Initiatives. New information received since the previous report is provided in **green**. Items will be removed after noting their completion.

#### **Public Safety Building Restoration/Relocation Planning Project/ Swansboro Alternate Emergency Operations Center (Swansboro United Methodist Church-SUMC)**

Details from previous reports have been removed as I believe it's the Board's desire to further investigate options for the Emergency Operations Center (EOC) based on conversation from the September 27, 2021, meeting. Specifically, whether a regional facility or partnership with other neighboring jurisdictions that may have a structure that would provide a higher level of protection was possible. It has also been noted that conversation could be had with other local facilities in Swansboro that have buildings with a higher level of protection for space utilization.

The Town has an agreement in place with the SUMC should it be needed on preparatory measures. Public Safety staff and former Manager Seaberg visited the location at SUMC to verify the areas for town use, if needed, and to ensure communications would be available. The structure provides the structural integrity needed but communications during a storm while in the interior rooms would be difficult. Deputy EOC Coordinator/ Chief Degnan shared with me that arrangements for an antenna through Verizon or ATT would be needed. Board members met on December 9 to tour the SUMC site.

A more in-depth discussion with Chief Degnan, Chief Jackson, and Sonia Johnson regarding Public Safety Building Restorations will be had in the near future.

During the Board's Planning Retreat March 2, the Board agreed that the Manager would identify a committee and share that with the Board.

Ten people have been identified as the committee:

Chief Degnan	Chief Jackson	Paula Webb	Jennifer Ansell
Alex Wood, PE	Dusty Rhodes	Larry Philpott	Russ Davis
Alissa Fender	Laurent Meilleur, PLB Rep		

I hope to arrange our first meeting in the last week of March.

Committee established 4/11 with the addition of Commissioner Conaway, Jr Freeman, and Roy Herrick. The Board of Commissioners held special joint meeting with the committee on 4/14 to give purpose and expectations.

## Town of Swansboro, NC

### Manager's Report

The Committee has met twice with a unanimous consensus gained immediately to proceed with building our own EOC in town, to create a safe place for employees to stand up during emergency operations. Onslow County is no longer interested in a partnership to build a substation since they purchased and are operating the Freedom Way station. Committee members will be making site visits on May 25<sup>th</sup> and then proceeding to develop an RFP for architect/engineer.

Additional EOC Committee membership changes include removing Russ Davis and Alex Wood; adding Brenda Pugliese, Ed McHale and Jonathan McDaniels.

Board discussion on a written action plan and timeline recommended by Mayor Pro Tem Tursi to be held June 27. The committee will re-convene its meetings once that discussion has occurred.

BOC Action Plan distributed to Committee, site discussions, and draft RFQ provided/discussed July 13, 2022.

Consultant Requests for Qualifications sent out August 9, 2022, to six different firms and was located on the website. Five proposals were received on 9/9. The EOC Committee created an interview panel at its 9/14 meeting and determined an interview schedule, draft questions etc. Once the panel decides on three proposals, interviews will be scheduled.

The interview panel consisting of Larry Philpott, Paula Webb, Chief Degnan, Dusty Rhodes, Jonathan McDaniels, and Brenda Pugliese interviewed three firms on 10/18/2022. The Interview Team will share its recommendation with the full EOC Committee on 10/26/22 and then that recommendation will be forthcoming to the BOC 11/14/22.

The Board of Commissioners selected Becker Morgan as the consulting architectural firm at its November 14, 2022, meeting.

Commissioner Philpott, Conaway and the Manager met in early December with Becker Morgan to review the Board's Action Plan for the EOC/PSB. A tour of our current facilities and potential sites were also made. The contract for the feasibility study was approved on January 9, 2023. Becker Morgan met with EOC Committee January 12<sup>th</sup> for introductions and Q&A. Representatives also made additional site visits on January 18, 2023. Staff continuing meetings with Becker Morgan until more details are developed for committee review.

Staff continue to work with Becker Morgan on the feasibility study which we hope to present back to the committee in April.

Ernie Olds/Becker Morgan gave a report to include three options to the committee on April 19. Ernie will firm up the options as discussed by the committee and share with the staff. The staff met with Becker Morgan again and BM was to firm up the report per discussions and share final deliverable with the Committee for recommendation to the Board of Commissioners.

The final draft feasibility study was presented to the committee on June 21<sup>st</sup>. The Committee made some suggested clarification points that Becker Morgan incorporated and then the report was forwarded onto the Board of Commissioners in July 2023. The study included four options that

## Town of Swansboro, NC

### Manager's Report

captured space needs in differing ways. In all options the EOC will be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions.

Option A is a concept that identifies all the critical functions of each department and places them in a new secure building or in the more recent additions that do meet code. The remaining existing spaces would largely be used for less critical functions such as physical fitness, storage, and minor work areas. This option should provide the least costly alternative while improving safety and addressing the EOC component fully. This option would include certain structural, and exterior envelop enhancements to the existing, original metal building frame housing fire apparatus. Such enhancements cannot bring the original building to current standards but would extend the utility of the present structure to a future date. Option A – \$4.9M in building construction, renovation and demolition costs, 13,658 usable square footage. Site improvements of \$500,000; additional/potential costs of \$374,000 and soft cost of \$540,000. Total budget range (+/- 15%) = \$5.4M to \$7.3M.

Option B is a concept to build a new facility in place of the present Public Safety Facility. This would require demolishing the existing facility and building back a new freestanding building at the same location. This building would incorporate all the needs of each department. Phasing or providing temporary quarters might have to be considered to maintain continuous operations. This option should provide the middle ground in terms of costs as existing utilities, pavements, and stormwater management features are largely in place and adequate. Option B – \$8.8M in building construction, renovation, demolition, and temporary quarters costs, 14,788 usable square footage. Site improvements of \$500,000; additional/potential costs of \$433,000 and soft cost of \$913,000. Total budget range (+/- 15%) = \$9.2M to \$12.5M.

Option C is a concept that also builds a new facility, however, investigates using another location on the town owned site. This eliminates the need to provide temporary quarters or the acquisition of new land while maintaining continuous operation at the existing facility. Once the newly constructed facility is complete, operations can be relocated from the existing building and the building can be demolished or repurposed. This option should also provide middle ground in terms of costs, but may require extension or improvements to existing utilities, and pavements. Option C – \$8.8M in building construction, renovation and demolition costs, 14,788 usable square footage. Site improvements of \$750,000; additional/potential costs of \$376,000 and soft cost of \$922,000. Total budget range (+/- 15%) = \$9.3M to \$12.6M.

Option D is a concept that provides a new free-standing building that incorporates all the needs of each department. Option D would be constructed on a 'greenfield' site, an off-campus location. This option is likely the costliest. Careful consideration will need to be given to site selection regarding impacts and expenses of land acquisition, utilities, drainage, flood plain and emergency response times in addition to the concerns noted previously in the New Site section. Option D – \$8.8M in building construction and renovation costs, 14,788 usable square footage. Site improvements of \$1,500,000; additional/potential costs of \$403,000 and soft cost of \$1.02M. Total budget range (+/- 15%) = \$9.9M to \$13.4M.

## Town of Swansboro, NC

### Manager's Report

Note, the budget summary does not include land acquisition. Page 11 Swansboro Public Safety Building Feasibility Report – June 2023

The initial expectations for full project costs are in the range of \$5 - 14 million. It will be the Town's obligation to secure funding, administer design and construction above the \$6 million identified and available. The Town may obligate taxpayers through bonds, capital improvements program, or other means. Loans from the U.S. Department of Agriculture are available for up to 40-year terms with no down payment required. Other grants may also be available through the Golden Leaf Foundation, FEMA, and other state or federal sources.

On August 14<sup>th</sup>, Chairman Philpott gave a briefing on finance options. Due to the length of the meeting, the briefing was added to the August 28<sup>th</sup> agenda. The Board was asked to provide a firm option selection so that the design schematic and site analysis can be done. Option C was selected, and the staff was asked to layout the design on the ground for better visibility at a future meeting.

At the direction of the Board in July, the Manager forwarded an additional funding request to our local legislative delegation. In September, we learned that the Town was awarded an additional \$3 million dollars toward this project in the state budget adoption.

Becker Morgan provided a *preliminary* exterior design schematic for Option C and that layout was mapped out on the ground for visibility on October 23<sup>rd</sup>. Becker Morgan has also provided a professional services agreement for the next phase – Design and Construction totaling \$840,500, which is approximately 8% of the estimated building and site construction costs. Authorization for the Manager to proceed was requested October 23<sup>rd</sup>.

On January 23, 2024, the BOC appointed Keith Walsh as Chairman of the newly recreated EOC/PSB site selection Committee. Mr. Walsh was tasked with identifying potential candidates to serve on the committee to the BOC for consideration. On February 12, 2024, the BOC appointed Roy Herrick, Junior Freeman, Doug Eckendorf, and Melissa Anderson as committee appointees. The newly formed committee conducted its first meeting in February 19, 2024. The committee intends to meet every Monday at 5 pm until a new site is secured.

- EOC/PSB site committee developed a site solicitation packet.
  - 6 entries were submitted by the deadline of May 15, 2024, and 1 after the deadline. 6 entries were eliminated at that time.
  - The property beside the Rotary was the only site remaining from packet entries.
    - \*Town engineer researching ingress/egress concerns.
- The EOC/PSB Committee is in the process of developing a portfolio to highlight the work done to date. The portfolio will include the Feasibility Report prepared by Beaker Morgan dated 6/28/2023, a timeline to complete the project, Rotary property maps, and Rotary wetland survey maps.
- Additionally, it will include information on the Design/Build construction option, and a model RFP that will seek proposals from potential construction firms.

## Town of Swansboro, NC

### Manager's Report

- On 10/14/24 the EOC Committee voted in favor of making a recommendation to the BOC to make an offer to purchase a 5-acre tract of land adjacent to and owned by the Rotary.
- On December 5, 2025, the TOS acquired 5 acres of property located at 768 W. Corbett Ave. for the future EOC/PSB site. The purchase price was \$1.3 million.
- At the January 13, 2026, BOC regular meeting the Land Acquisition Committee was dissolved since its original purpose was satisfied. A resolution formalizing this action will be presented at the January 27, 2026, BOC meeting.

#### **NC DCM Resilient Coastal Communities Program (RCCP) Grant**

On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management awarded their first round of RCCP Grant funding. The Town of Swansboro was competitive enough to receive one of the grants. The intent of the grant is to fund efforts in four key phases in their Coastal Communities Resiliency Program:

1. Community Engagement and Risk & Vulnerability Assessment
2. Planning, Project Selection and Prioritization
3. Project Engineering and Design
4. Project Implementation

Through our efforts in the 2019 CAMA Land Use Plan update, Swansboro has effectively covered most of the parameters for phases 1 and 2. This grant will assist in finishing the remaining requirements under phases 1 & 2 so we may move forward with the final 2 phases. Applications for Phases 3 & 4 is expected to be due by the end of this calendar year.

Dewberry, Beth Smyre hosted the first RCCP Committee meeting November 17, 2021, at Town Hall. The committee identified several areas that better planning (resilience) was needed but narrowed the list to the top priorities being stormwater mapping and generator power for schools/nursing homes. The complete list included:

- Disaster Recovery (generators for nursing homes, and schools)
- Stormwater Management/Mapping
- Climate Change
- Hurricane Response/Evacuation
- King Tide Levels

A community engagement meeting was held on Wednesday, February 23, 2022, from 4-6pm at Town Hall. A community input survey is available from the Town website, at Town Hall and the Swansboro Branch Library through March 9, 2022. The Committee met again on Monday 3/21. Beth shared that 89-online surveys were received and 6 hard copies. Flooding was the number one concern. The committee revisited the original spreadsheet and still identified stormwater mapping as the top priority for the portfolio. Other items still identified but categorized with stormwater mapping were Halls Creek and Hawkins Creek Restoration, development of a wetland restoration plan, and a public education campaign. Development of the portfolio readies the Town for phase 3 – applying for engineer funding, and phase 4 implementation.

## Town of Swansboro, NC

### Manager's Report

On April 4, NCDCM released the Request for Applications for Phase 3 of the Resilient Coastal Communities Program - applications are due June 3.

Our consultant Beth Smyre shares that NCDCM clarified that the focus of the Phase 3 program is on projects with a natural or nature-based component; this can include projects such as green infrastructure improvements, wetland or stream restoration, or living shorelines. Infrastructure mapping, such as Project #1 of our project portfolio, would not be eligible for funding under Phase 3. Therefore, she recommended that we focus your Phase 3 application on either the Halls Creek or Hawkins Creek stream restoration efforts. As Mayor Pro Tem Tursi graciously explained to her, a stream restoration project would be far more complicated scientifically and more expensive. It is doubtful, with all the other projects we have in the works on top of budget preparation, staff would have time to put together a viable application. I did share with her that we do have the Water Street Project (with engineered drawings in hand). She reviewed the plans and is checking with NCDCM to see if this project would qualify.

Beth Smyrna/Dewberry is scheduled to provide an update to the Board May 23, 2022, for Phase 2. We had originally hoped that stormwater mapping would qualify for the next phase, but we are told it does not. Phase 3 includes engineering/design – application deadline early June. Planner Jennifer Ansell and Public Works Director Tank Bates participated in a teleconference this week to seek other opportunities for stormwater mapping. The Town does have engineered plans for the Water Street Rehabilitation and could submit this project for Phase 4 funding. It is noted that the Water Street Rehabilitation project was estimated to cost \$215,000 in 2018. Phase 4 anticipated average funding level: \$45,000 per project, so contribution on the Town's part would be required.

RCCP Project Portfolio		
Project No.	Title	NNBS?
1	Stormwater Mapping	
2	Halls Creek Stream Restoration	Yes
3	Hawkins Creek Stream Restoration	Yes
4	Water Street Rehabilitation	Yes
5	<u>Townwide</u> Wetland Restoration Plan	Yes
6	Public Engagement and Education Campaign	
7	Resize NC 24 Culvert	

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Dewberry

As directed during the May 23 regular meeting, and with assistance from Withers and Ravenel, Staff was able to meet the June 3 Phase 3 application deadline for Engineering/Design. If awarded, we could receive up to \$45,000 to design/engineer bio retention areas along Broad Street prior to entering Water Street.

## Town of Swansboro, NC

### Manager's Report

RCCP Phase 3 - \$45,000 was awarded to the Town on July 13, 2022, for the design/engineering of the bioretention swells along Broad Street that will assist in the rehabilitation for Water Street. We expect the design by March 2023. Following two meetings with the Board of Commissioners and the Public in May, the final deliverables were submitted on May 31, 2023, to NCDENR meeting the grant phase deadline.

RCCP Phase 4 – Construction Applications due April 28<sup>th</sup>. We were disappointed to learn there was only \$1,000,000 to award. Withers and Ravenel reviewing the application and our project criteria. The grant application was submitted to NCDENR on April 28, 2023. Total grant amount \$441,200 (Grant amount requested \$238,220, Local Match \$203,000)

The Town received notification on July 26, 2023, that we were not selected for funding for this phase. We knew at application that the construction phase was under-funded. In conversation with Withers and Ravenel, who assisted with the grant preparation, there are other funding sources we can look for. Steve Marks shared, "...the state has training opportunities the next couple weeks for grants this fall. Same program as the LASII planning grant, but construction projects are potentially eligible. The funding source is unclear at this moment, but DWI is proceeding as though they'll have money for the program. DWI offers low/no interest loans with possible principal forgiveness for green infrastructure projects. It's likely with the addition of the bioretention cells that this would qualify. Also, Golden LEAF could potentially be interested in the project too. Right now, their funding cap is \$250k so that would essentially cover what we were hoping RCCP P4 would fund." We will work with Withers and Ravenel for future funding opportunities.

#### **August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School:**

The Town submitted an Emergency Supplemental Historic Preservation Fund (ESHPF) Hurricane Disaster Relief application for Emmerton School (AKA Old Town Hall) located at 502 Church Street for remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant request is in the amount of \$424,000 and is established as a 100% reimbursable grant.

We will use the funds for the following projects:

1. Tuck Pointing of the interior and exterior bricks to help stop the water penetration that occurs. This would also include the application of a sealant to the exterior brick.
2. Repair the extensive damage of the crumbling brick work above the south front door and other interior walls.
3. Historic Ceiling repair and repainting – Even though there is a new roof on the facility, some moisture did seep in sometime after the temporary fixes were installed.
4. The installation of a Centralized Dehumidification System
5. Window and Door repairs/replacing/storm proofing – there are a total of 81 windows and doors that are included in this request.
6. Electrical wiring repairs
7. Soffit repairs from Hurricane Florence damages

## Town of Swansboro, NC

### Manager's Report

8. Sealing the crawl space
9. Attic Insulation

We were notified on January 14, 2021, that our application for Emmerton School was awarded for 100% funding (\$424,000). Please note that grant activities may not take place until the Grant Contract has been signed. We expect to receive the proposed grant contract in November 2021 and hope to have a quick turnaround on it. Once executed, we can move forward on the 9 action items listed above. **The listed deadline for completion for this project is September 30, 2023**, but are hoping, due to granting agency delays, that extensions may be available if needed.

On 12/1/21, received notification that NCDCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting the \$424K was approved on January 10, 2022. The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCR to identify contractors qualified for the work. Staff is preparing a draft RFP, which will then have to be reviewed by the Historic Preservation office before being sent out.

A Request for Qualifications for the Emmerton School Project was approved by the state and submitted on Wednesday afternoon. The deadline for submittals is July 22, 2022.

Four RFQ's were received for construction and are under review by the state. Staff reviewed and provided its comments to the state and a joint interview will be held once the state is ready.

State Historic representatives and staff will hold interviews with three architectural firms on September 27<sup>th</sup>.

Following interviews, David Gall Architectural Firm out of Winston Salem was selected. Mr. Gall has already made a couple of site visits and is already working on remediation plans.

The Town, the State Historic Preservation Office and Mr. Gall are still working on contract details. Mr. Gall also had emergency knee surgery during the holidays.

In follow-up with the State last week, the legal team is putting final edits together on the contract with Mr. Gall.

Due to a family medical issue, Mr. Gall contacted the Town on 3/20/23 to decline the contract. I have emailed the State Historic Preservation Office regarding this setback and will share the plan to move forward once we have a chance to discuss it as a group.

Stature Engineering was interviewed on April 10<sup>th</sup> and selected to complete the work. SHPO working on contract language with Stature Engineering. The contract was executed mid-June, and the engineer has begun his work. Mid-October 2023, Stature Engineering has completed 45% of the Schematic Design documents and 100% of the Brick-and-Mortar Sampling and Testing.

On November 1, 2023, Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Watertight Systems, Inc. was selected to perform the masonry

## Town of Swansboro, NC

### Manager's Report

repairs. The contract was executed early December. The required Quarterly Report for the grant was submitted in early January. Stature Engineering is currently in the process of submitting drawings for window, door, soffit, and interior repair to SHPO for approval.

In February 2024, the engineer's drawings for the window, door, soffit, and interior repairs were approved by SHPO and sent out to bid. On February 28, 2024, Watertight Systems, Inc. performed sample mortar removal and replacement to the site. Staff, the engineer, and SHPO met onsite on March 20, 2024, to review and approve samples. Masonry work began on March 26, 2024, and is still in process. The approved plans are currently out for bid.

Staff, the engineer, and SHPO met onsite on May 23, 2024, to review the progress of the masonry work. SHPO representative discussed options on the progress of the masonry work with the engineer.

Staff, engineer, and SHPO had a Teams meeting on June 4, 2024, to discuss remaining budget estimate/ availability of funds for site drainage improvements and other scope of work window, door, soffit, and interior repair. Option 2 was chosen.

#### Remaining Funds for Site Drainage Improvements (Option 2)

\$314,225	Estimate of remaining funds prior to window/soffit/interior bid
-\$209,000	Base Bid and all Add Alternates except #5 Painting Metal Ceiling Panels
<u>\$ 105,225</u>	Estimate of Remaining Funds for Site Drainage Improvement *

Staff, engineer, and SHPO met on site on June 13, 2024, to review progress of masonry work.

June 13, 2024, SHPO stated that upon review, they had concluded that the proposed French Drain installation work would meet the Secretary of Interior Standards and will not adversely affect the National Register-listed property. Engineer met with contractors to begin bids for the French Drain.

June 18, 2024, the NC Historical Commission meet and discussed recommendations for reallocation of available funds of the Emergency Supplemental Historic Preservation Fund (ESHPF). This was due to the fact that some projects sustained greater damage than expected and budgetary inflation was present as well as an increase in the scope of work. The Commission voted unanimously to accept the staff's recommendation and the funding reallocation for our grant was officially decided in the amount of \$75,000.

On July 8, 2024, the masonry and all required improvements form the SHPO work was completed.

July 12, 2024, Stature Engineering, Staff, and the State Historic Preservation Office selected Carolina EarthWerx LLC to preform French drain installation.

July 18, 2024, a modified Contract with Watertight System, Inc was signed to include Prosoco OH100 stone hardener to interior brick.

## Town of Swansboro, NC

### Manager's Report

Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Harp Builders, Inc was selected. July 22, 2024, a contract with Harp Builders was signed to perform historic restoration on exterior windows and Ceiling panels, install storm windows and missing attic insulation.

The required Quarterly Report Apr.1- Jun. 30 for the grant was submitted early July.

August 19, 2024, the modified grant contract was signed to modify the period of performance, the amount of grant funds awarded, and adjust the scope of work.

A contract with Carolina EarthWerx, LLC was signed to install the French drain.

Hurricane Grant Specialist Annette Stone informed the town that an easement would need to be established to preserve the historic structure, with the state expected to provide a draft of the easement in the first quarter of 2025.

October 11, 2024, both preconstruction meetings fell through.

- Trench contractor - has been working relief efforts in the mountains. Correspondence just slipped through the cracks with him.
- The interior contractor - had an accident and spent some time in the hospital over the weekend. He wasn't up for traveling for meeting.

EB Pannkuk and Staff meet onsite for a pre-construction meeting on October 31, 2024, with Harper Builders and EarthWerx.

- The windows and interior construction are expected to begin around the first week of December and is estimated to be completed within 90 days.
- French drain is also scheduled to begin the first week of December and is estimated to be completed within 21 days.

It is expected that Watertight will begin working on the stone hardener in November, but the drawings are being updated before they can move forward.

Staff, Stature Engineer, and SHPO met on site on Dec 5, 2024, to monitor progress to the French drain installation, and Stone Hardner in the interior of the building. While on-site SHPO representatives and Stature Engineer discussed a change order to provide and install 6" diameter schedule 40 PVC at existing roof down spouts. The scope of work will be 204' of PCV line below grade in the current French drain trench. This drain will be connected to eight existing down spouts. The original contract pricing was \$27,998 + \$8,426.27 (6" PVC change order) totaling \$36,424.27 for the project value. The modified contract was signed on December 10, 2024

- Watertight had a delay in obtaining supplies and started work early December and completed the Stone Hardner on Dec 5, 2024

## Town of Swansboro, NC

### Manager's Report

- EarthWerx completed the French drain to include the change order work for the 6" PVC on December 13, 2024
- Watertight completed interior repointing on January 7, 2025
- Harp Builders are scheduled to start the interior repairs on January 15, 2025

January 29, 2025, Staff, Stature engineer, Triple H Carpentry (sub-contractors) and SHPO met on-site to monitor the ongoing work and review the mockups of exterior repairs, and the interior masonry completed repairs.

February 7, 2025, construction project signage was displayed in front of Emmerton School to announce the "Emmerton School Historic Masonry Repair Project.".

February 27, 2025, a contract modification with Stature Engineering was signed to add 10 additional construction observation visits in addition to the originally proposed number of 5 construction observations for a total of 15 construction observations for a price of \$15,000.00

March 6, 2025, staff, Triple H Carpentry and West Windows met to discuss storm windows and what materials and design they were looking for installation. The information discussed will be sent to the engineer by Triple H.

March 11, 2025, staff, Mike Keel from Harp Builders, and Roy Fish from Triple H met for a walk through of the windows they have completed to date and further discuss storm windows. It will be necessary for them to conduct further research in order to make a suitable choice.

March 17, 2025, a contract modification with Harp Builders was signed to add the following scope of work:

- Add additional structure to the corners of three soffits where the original structure has deteriorated, attach T&G soffit boards and paint T&G soffit. (\$6,083.48)
- Additional labor, materials, and equipment to replace 15 rust4d metal ceiling panels. (\$9,348.28)
- Replace and locking mechanisms on window sashes, the locking mechanisms are all rusted and non-operable. (\$1,434.74)
  - o Total amount for this contract modification \$16,866.50

April 2, 2025, Staff Stature Engineer, Tripple H (sub-contractor) and SHPO met on-site to monitor the ongoing work with windows and doors and discussed storm windows and specs they are looking for and review completed work.

May 6, 2025, Staff Stature Engineer, Tripple H (sub-contractor) and SHPO met on-site to monitor the ongoing work. Approximately 75% of the windows have been repaired and reinstalled. Storm windows sample was denied. SHPO discussed with engineer and contractor about sourcing suitable storm sash. CorrVerter has been applied to the underside of metal ceiling panels. The required Quarterly Report for the grant was submitted on April 14, 2025.

## Town of Swansboro, NC

### Manager's Report

July 1, 2025, staff, Stature Engineer, Triple H (sub-contractor), and SHPO met on-site to monitor ongoing work. The metal ceiling panels on the museum side are complete, with the exception of the artifact storage room, which is scheduled for completion by the end of July. Work on the auditorium ceiling is expected to begin in mid-July.

All window repair/installations have been completed. Triple H is developing a storm window mock-up for SHPO's review and approval.

The required Quarterly Report for the grant was submitted on July 7, 2025.

August 28, 2025, Staff, Stature Engineer, Triple H (sub-contractor), and (SHPO) conducted an on-site visit to monitor the progress of ongoing work.

- Adjustments were made to both insulation and window installations to ensure compliance with project requirements and preservation standards.
- A final decision was reached regarding the installation of storm windows, ensuring compliance with SHPO guidelines and project goals.

September 15, 2025: Staff members, Mr. Dan Becker, Grants Manager, and Ms. Annette Stone, Grant Specialist, conducted an on-site visit to review program progress and provide technical assistance for the Emergency Supplemental Historic Preservation Fund (ESHPF) grant. Areas reviewed included procedures and documentation in the areas of conformity with the approved application, general administration, financial management, procurement, and contractors. Based on the sample program materials tested, the program files and supporting documentation that are in the Town of Swansboro's grant records are in good order.

The required state minimum reporting for Emmerton School Repairs FY 2024-2025 was submitted on September 25, 2025.

The required Quarterly Report for the grant was submitted on October 2, 2025.

October 9, 2025, Storm windows were delivered to Emmerton School. Triple H estimates that installation will begin in early November.

December 2, 2025, Staff, Stature Engineer, Triple H (sub-contractor), and (SHPO) conducted an on-site visit to monitor the progress of ongoing work. The following was reviewed and addressed:

- Of the 52 storm windows installed, a total of 8 will need to be replaced due to damage upon arrival and incorrect sizing. Triple H (subcontractor) has reordered the replacement storm windows, with an estimated arrival in late December.
- Wood panels between windows will need to be sanded and repainted.
- All storm windows installed require final adjustment to level and seat properly in the frames.
- Attic work incomplete; additional converter application required.

## Town of Swansboro, NC

### Manager's Report

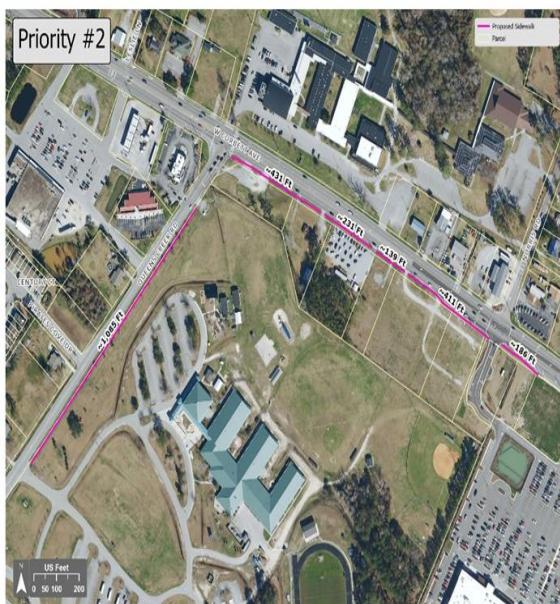
The required Quarterly Report for the grant was submitted on January 15, 2026.

#### **Sidewalk Projects**

Sidewalk Priority Project List updated and reordered By BOC as of August 27, 2024



- Location: Main St. Extension from One Harbor Church to Old Hammock Road, then Old Hammock Road to High-Speed Gear
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,008 FT



- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance

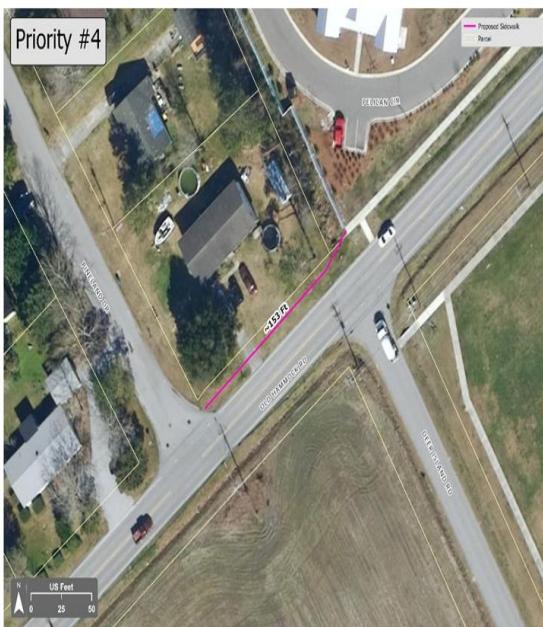
## Town of Swansboro, NC

### Manager's Report

- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,483 FT



- Location: Hammocks Beach Road from Moore's BBQ to Park Place, and Soccer Association to Cormorant Drive
- Easements: 2 out of 5 acquired. All 3 easements remaining are from Mr. Charles Rawls
- No survey or design work performed
- Estimated Sidewalk Length: 976 FT



- Location: Pineland Drive parcel to connect to the existing sidewalk at the Cottages

## Town of Swansboro, NC

### Manager's Report

- Easements: Obtained
- Town obtained an engineered crossing design for the project. There might be a utility pipe conflict
- Estimated Sidewalk Length: 153 FT



- Location: Gaps on Northside of Hwy 24 from Old Hammocks Road to Downtown
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 1,411 FT.
- Southside: complete

RFQ's from qualified Engineering firms to assist in the design and construction of the new 5 project priority areas. Only one firm Arendell Engineers from Morehead City submitted an RFQ by the February 17, 2025, submission date. On March 11, 2025, the Town Board of Commissioners agreed to enter into contract negotiations with Arendell for design and construction administration services. A proposed contract will be presented at a future BOC meeting for consideration.

On March 11, 2025, the Board of Commissioners agreed to enter into contract negotiations with Arendell Engineers, Morehead City NC to provide services for the design, surveying and construction administration of the above-described project areas. Arendell was the only firm to submit an RFQ to the Town to provide project engineering services. **On July 22, 2025, the Town entered into a services contract with Arendell Engineers for the Surveying, design, bidding and construction administration of 5 project areas.**

As of January 13, 2026, survey filed work is complete and design work is approximately 80% complete. Once design is complete all 5 project areas will be put out for bid. Funding decisions will be made once bids are received.

## Town of Swansboro, NC

### Manager's Report

#### **Visitor's Center Improvement Update**

Andrew Wilson of Crystal Coast Engineering has prepared a draft building layout for the Visitor's Center based on several suggestions he received. You may recall that the Town had reached out to John Wood, Restoration Specialist, with the NC State Historic Preservation Office to determine if the structure had retained its contributing historic status when moved to its present location, which would have allowed an exemption under the Flood Damage Prevention Ordinance. On January 6, 2022, Mr. Wood provided that due to the structure being moved from its original location, handicap ramp addition, and elevation; the structure was no longer a contributing historic structure. It should be noted that the elevation was required because the structure was in the flood zone, and the handicap ramp had to be added for ADA compliance. What this ultimately means is that we will have to follow a phased plan for improvements because the building is valued at \$57,000. If the renovation cost exceeds 50% of that value, a Substantial Improvement, the entire structure must be brought into compliance with the current ordinance and Building Code requirements. A second phase could not be started until one year after the final inspection on phase one.

Another alternative would be to raise the building to the current flood elevation (approximately 5 more feet) to bring it into compliance with the current regulations, including breakaway wall construction for the foundation due to the Coastal A flood zone designation. This would require HPC approval. This item will be added to the Planning Retreat for discussion/guidance. As a reminder the Town was awarded \$20,000 through the Onslow County TDA and must be used by June 30 or requested again in the next grant cycle.

Staff met with John Wood on Tuesday, March 1. As reported at the March 2 Planning Retreat, John Wood indicated that if we moved the side entrance steps back to the front of the building as they originally were when the building sat further down Water Street and clearly identify those as new construction using certain materials and raised flower beds to camouflage, the building's historic status could be returned. Planner Ansell has sought engineered drawings and elevation certificate. Additional reviews by the Historic Preservation Commission and Flood Appeals Board will still be required. Once the contributing status is re-instated, the building would qualify for an exemption under the definition of Substantial Improvement and allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

Tidewater has been engaged to provide the elevation certification and existing conditions survey. Larion Engineering has been engaged to provide engineered re-design to remove the side entry and re-instate the entry to the front of the building and flood analysis. All will aid in the return of the contributing status to the building which will in turn relieve the Town from the flood requirement to raise the structure. The design will be scheduled for review by the Historic Preservation Commission for the demolition of the steps/deck and construction of the new steps as soon as the plans are received from Larion thereafter, a variance will be sought from the Flood Appeals Board from the elevation requirement. Public Works will demolish the side entry, however, based on workload we will most likely utilize a contractor to install the front entry.

## Town of Swansboro, NC

### Manager's Report

On May 17, the HPC reviewed the side entrance demo and re-location of the front entrance as recommended by Restoration Specialist John Wood. HPC member Kim Kingrey volunteered to search for photos from years back to see if the hand railings were wooden or if any were ever present. Once final minor work approval is granted, the work performed and contributing status re-instated, we would then qualify for an exemption under the definition of Substantial Improvement which would allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

As previously reported (Manager's Brief June 16), demo of the stairs at the Visitors Center is complete. Visitors are still able to use the handicap ramp access at the rear to gain access to the restrooms. The railing has also been re-constructed by Public Works on the front porch. Once the wood dries out, it will be painted white.



At the BOC's request, a progress update was given July 25<sup>th</sup>, 2022.

#### **What's Been Done to Date**

- Working to re-establish Historic Contributing Status
- Awarded FY 21/22 Onslow County TDA Funding \$20,000 – paid for side steps demo identified as reason historic contributing status rescinded, required engineering of front steps re-construction due to flood zone location, some interior fixtures purchased for future renovations
- RFP awarded to Rufus Murray for side steps demo May 2022 - *completed*

#### **What's Remaining to do on the Exterior**

- RFP to reconstruct front entry steps due August 1, 2022 (breakaway design)

Once the front entry steps are constructed, the final V-Zone Certificate can be prepared. The next step is to obtain the variance from the Flood Appeals Board and obtain a letter from the State Historic Preservation Office that the Contributing Status has been re-instated.

## Town of Swansboro, NC

### Manager's Report

**Interior Renovations** - The estimated costs provided by former Public Works Director in 2021 was \$60,870. Of that amount, he indicated that the Public Works Crew could perform about \$15,000 of that work (walls, sheetrock, painting, flooring). Swansboro TDA has agreed to fund a portion of the interior renovations. Once we have settled on an interior design, we will be able to determine whether any water/sewer improvements will be needed, or whether just a certified engineered letter will be required so that the current infrastructure can handle the improvements.

Eight vendors were notified of the RFP to re-construct the stairs at the Visitors Center and it was posted on the website. RFP's were due by August 1 and only one was received (Rufus Murray) for \$23,300. We plan to proceed utilizing the allocated ARP funding so we can keep this project moving forward.

Rufus Murray was awarded the contract to re-construct the exterior stairs etc. On hold until after the Mullet Festival so we don't have a construction site during the festival. A pre-construction meeting was held on Monday, October 17 and the contractor plans to get started immediately. The Visitor's Center will remain open during the exterior construction.

As reported in the Manager's Weekly Brief on December 1- exterior renovations are complete. We will prepare a letter to the National Parks System to have contributing status re-considered.



In an email from John Wood on December 13, he indicated he would forward our exterior improvement work to the National Parks Service and request re-instatement for us. Followed up January 10 as we would like to make application for tourism funding (application due by March 1, 2023) for the interior and need to apply for the Flood Ordinance exemption. John felt confident that our contributing status would be restored before that date and encouraged us to proceed with the final elements.

The Flood Board heard and approved the variance request from the definition "Substantial Improvement" on February 21<sup>st</sup>. I will be making an application to Onslow County for tourism dollars for interior renovations by March 1<sup>st</sup>.

## Town of Swansboro, NC Manager's Report

Application was submitted to Onslow County on 2/28/23 for \$30,000 to assist with future interior renovations. \$30,000 will be included in the Swansboro TDA budget for FY 23/24 as they had already made a commitment. As previously shared, Onslow County did not fund our request this year. Swansboro TDA awarded the Town \$30,000 in July.

Mid-October, met with electrical and mechanical contractors, and still waiting to hear from plumber. It would be our hope to begin the interior renovations in late November unless the contractors are ready before.

Town staff recently noticed the growth of mold in numerous areas inside the Visitors Center. This condition has necessitated the need to close the building until the problem can be remediated. As a result, mold remediation companies in the area were contacted and Right Coast Solutions responded and agreed to inspect the building to determine the source(s) of the problem and develop a remediation plan.

Upon inspection, mold was found in the kitchen, office area, outlets, crawl space, and HVAC duct work. In the interior, remediation would include removing the bottom 24" of drywall and applying mold blocking primer and foam insulation to block air intrusion from crawlspace. In the attic, an electric exhaust fan would be installed. In the crawl space, insulation and mold blocking primer would be applied. HVAC ducts, grates and vents would all be cleaned.

The total cost to perform the proposed work is \$15, 250. A budget amendment would be required.

September 10, 2024, the Board of Commissioners requested staff to investigate further to identify more precisely the type of mold and best method to remediate.

During the Board of Commissioners' regular meeting on November 12, 2024, the Board approved remediation to use the \$45,000 already approved plus \$15,000 more, resulting in a total of \$60,000 to repair the visitor center.

January 28, 2025, The Board of Commissioners approved to Town Manager to enter into contract with Green House solutions.

On October 28, 2025, the Board of Commissioners agreed to move forward with the renovation of the VC to include facilities for transient boaters in addition to public restroom facilities.

John Freswater, Crystal Coast Engineers, has been reengaged to design a new floor plan based on the approval of the BOC to upfit the VC to include transient boater facilities. It is expected that a revised floor plan will be ready to present at the February 10, 2026, BOC regular meeting.

## Town of Swansboro, NC

### Manager's Report

#### **LSAII/Stormwater Mapping Grant**

Following adoption of a support resolution on September 12, 2022, the Town entered into contract with Withers Ravenel (\$5000), who will prepare the grant application for Local Assistance for Stormwater Infrastructure Investments through the NC Division of Water Infrastructure in hopes of receiving up to \$400,000 to assist with stormwater mapping in the Town. The application deadline is September 30, 2022, with grant awards to be announced in February 2023. On February 9th Withers Ravenel shared that our application had been recommended for approval. We should receive the final award by the end of February.

Grant award was received April 5, 2023. Staff held a scoping meeting with Withers Ravenel on October 18<sup>th</sup> to review the draft agreement for services.

Two rounds of RFQs were sent out, with final submittals in August. WithersRavenel was selected to complete the project in October of 2023, and the contract was executed in early December. On December 18, 2023, kickoff meeting with staff and WithersRavenel, a public outreach meeting included a survey was scheduled for mid-March. The data collection portion of the project is projected to start early June.

WithersRavenel and Staff continue to attend monthly check-in meetings for the project. On March 11, 2024, WithersRavenel and Staff held a public outreach meeting that included a brief summary of the project, time for public questions, as well as maps for the public to mark stormwater issues around Town. A public input survey was released to the public to indicate problem areas around Town as well. The survey was opened one week prior to and one week after the public outreach meeting. Survey crews are projected to begin data collection early June.

WithersRavenel and Staff met via Zoom on May 21, 2024, to discuss survey collection coordination. WithersRavenel requested that Town post in social media, and constant contact to notify citizens of surveyors being out in Town. They estimate that data collection could take a couple of months, possibly by the end of the year.

On June 3, 2024, data collection started.

June 17, 2024, WithersRavenel shared a data dashboard that has all of the survey information collected this far.

WithersRavenel and Staff met via Zoom on June 24, 2024. The survey team has made an initial pass on all the structures, and it's anticipated that all initial field work will finalize within the next week and at that time data collected would be reviewed and processed.

WithersRavenel and Staff met via Zoom on July 22, 2024, initial field survey has been collected. The data is in review. Once in-office review is completed, additional surveys may be required to verify spots flagged during the data review process.

WithersRavenel and Staff met via Zoom on August 26, 2024, Jill Carter will be replacing Monica Chevalier with funding administration. Any correspondence will go through Jill Carter moving forward.

## Town of Swansboro, NC

### Manager's Report

Fieldwork has been completed and the team is now reviewing internally and migrating to the new database for town. Once the initial review is completed, they anticipate that a few places will need a second round of survey to a few isolated locations. The rest of 2024 is scheduled for database.

WithersRavenel and Staff met via Zoom on September 23, 2024, there continues to be an internal review of data collected as they flag areas that need additional verification. Should have more concrete updated on the next field date within the next month

Staff discussed pros and cons options with Tyler Christian for the Town to host/ view data when complete. The following software options were discussed:

#### **Dimond maps software**

- Inexpensive monthly cost.
- Provide good customer service and GIS support.
- Cloud-based, Town doesn't have to store data locally.
- Town can view/edit data. They can also make attribute updates in the field for asset and track work/maintenance. Can also add photos or documents.
- GPS integration to map new features.
- Supports multiple users and can have specific permissions for certain users.
- Less customization of viewer/map.
- No spatial analysis is available.

#### **ESRI/ArcGIS Online Platform**

- More costly yearly subscriptions to maintain licenses and credits for hosting data in ESRI's cloud.
- Provides all the same benefits as Diamond Maps but allows for more customized online maps.
- The WR GIS team would setup the online maps and upload data. Would provide training at the end of the project.
- Allows spatial analysis and mapping tools to perform more in- depth spatial analysis.
- Allows editing, new feature collection, and can integrate GPS unit for more accurate mapping of new assets.

Gerald Bates (Tank) will be researching Brightly's software as a potential option. Tank and Tyler discussed that Diamond Maps or Brightly seemed to be the Town's best option moving forward. It was discussed that as they get more traction and confidence with Diamond Maps/Brightly that an ESRI-based solution could be an option down the road if they were to outgrow those platforms and needed more capability.

## **Town of Swansboro, NC**

### **Manager's Report**

WithersRavenel and Staff met via Zoom on October 28, 2024, data should be wrapped up by the end of this year. The internal review is in its final phase, and the final field work should take place in November for one day. The last step is to look at slopes. Once all is in place, they will begin looking at the hydraulic/hydrologic side of things and narrowing down the areas for capacity analysis. A final presentation for board approval should be early 2025.

WithersRavenel and Staff met via Zoom on November 25, 2024, they are working to have final database ready by the end of the year. Shawn with GIS and field crew will come out December 2, 2024, to look at the high traffic areas on Corbitt Avenue and double-check the survey in the area.

WithersRavenel and Staff met via Zoom on December 16, 2024, the discussion focused on justification for needing software to host GIS database. They will provide a write-up covering the different ways to view GIS data. The stormwater group is starting to review the data to identify where we can focus the modeling in Concept development should begin later in the spring/early summer 2025.

WithersRavenel and Staff met via Zoom on January 27, 2025, The GIS Team is doing final QAQC on inventory dataset. Stormwater has a dataset to begin the H&H analysis (hydrologic and Hydraulic) After QAQC WithersRavenel will send it over, and work to get it uploaded to a hosting system that the Town decides upon. It was further discussed that WithersRavenel will provide write-up for the level of service that existing conditions will be evaluated against the following:

- 10-year event for closed network storm system and ditches
- 25-year event for roadway stream crossings (increased if NCDOT street that has higher design event)

Due to budgetary constraints, the model will not include every pipe. WithersRavenel will review the budget and propose study limits.

WithersRavenel and Staff met via Zoom on February 24, 2025, the GIS team visited and collected additional data on February 17, 2025, to incorporate it in the survey, review it, and run slopes. The final quality assurance of the full inventory dataset is to be completed, and once it has been QAQCed, they will send it over and work on uploading it to a hosting system to be selected by the Town.

Proposed 10-year model for closed network and increased to a 25-year model for main roadway stream crossings and even higher 50- or 100-year model if it's NCDOT with higher standards.

Next Steps include the following:

## Town of Swansboro, NC

### Manager's Report

- Start building detailed existing condition model in the Halls Creek area, Hammock Beach Rd and with a secondary focus on the downtown water commercial area.
- They will provide model results and discuss potential improvements then design and review cost benefit ratios vs. cost implement improvements.
- Once all is done, they will create a presentation and show that to the board.

WithersRavenel and Staff met via Zoom on March 24, 2025, discussed update on ways to host GIS database. Existing conditions model continues to be on track to be completed early May 2025.

WithersRavenel and Staff met via Zoom on April 28, 2025, discussed wrapping up existing conditions modeling and anticipating results at the end of May 2025.

<ul style="list-style-type: none"> <li>- Existing Conditions of Hydrologic and Hydraulic Modeling           <ul style="list-style-type: none"> <li>+ Prepare Hydrology</li> <li>+ Prepare Hydraulics</li> <li>+ Internal Model QA/QC</li> <li>+ PAOCS Identification</li> <li>+ Exhibits</li> <li>+ Share Draft Exhibits with Town</li> <li>+ Existing Conditions Model Review Meeting</li> <li>+ Model Finalization</li> </ul> </li> <li>+ Conceptual Projects</li> <li>+ Project Prioritization</li> <li>+ Public Outreach 2</li> <li>+ Master Plan Report</li> </ul>	<b>102d</b>	<b>02/04/25</b>	<b>06/25/25</b>
<ul style="list-style-type: none"> <li>+ Prepare Hydrology</li> </ul>	<b>60d</b>	<b>02/04/25</b>	<b>04/28/25</b>
<ul style="list-style-type: none"> <li>+ Prepare Hydraulics</li> </ul>	<b>60d</b>	<b>02/04/25</b>	<b>04/28/25</b>
<ul style="list-style-type: none"> <li>+ Internal Model QA/QC</li> </ul>	<b>5d</b>	<b>05/01/25</b>	<b>05/07/25</b>
<ul style="list-style-type: none"> <li>+ PAOCS Identification</li> </ul>	<b>5d</b>	<b>05/08/25</b>	<b>05/14/25</b>
<ul style="list-style-type: none"> <li>+ Exhibits</li> </ul>	<b>10d</b>	<b>05/15/25</b>	<b>05/28/25</b>
<ul style="list-style-type: none"> <li>+ Share Draft Exhibits with Town</li> </ul>	<b>1d</b>	<b>05/29/25</b>	<b>05/29/25</b>
<ul style="list-style-type: none"> <li>+ Existing Conditions Model Review Meeting</li> </ul>	<b>3d</b>	<b>06/09/25</b>	<b>06/11/25</b>
<ul style="list-style-type: none"> <li>+ Model Finalization</li> </ul>	<b>10d</b>	<b>06/12/25</b>	<b>06/25/25</b>
<ul style="list-style-type: none"> <li>+ Conceptual Projects</li> </ul>	<b>71d</b>	<b>06/26/25</b>	<b>10/02/25</b>
<ul style="list-style-type: none"> <li>+ Project Prioritization</li> </ul>	<b>42d</b>	<b>10/03/25</b>	<b>12/01/25</b>
<ul style="list-style-type: none"> <li>+ Public Outreach 2</li> </ul>	<b>47d</b>	<b>12/02/25</b>	<b>02/04/26</b>
<ul style="list-style-type: none"> <li>+ Master Plan Report</li> </ul>	<b>293d</b>	<b>12/02/25</b>	<b>01/14/27</b>

WithersRavenel and Staff met via Zoom on May 29, 2025, Conditions modeling and anticipated results were pushed back a few weeks to mid-June.

WithersRavenel and Staff met via Zoom on June 23, 2025, and reviewed the following existing conditions model results:

- Deer Run Neighborhood - confirmed problem area
  - Wetlands downstream have trouble draining
  - A multi-use shopping area is currently being built on PARID #000762 (per Onslow GIS)
- Main St. Ext
  - DOT road
  - All pipes seem to be undersized

## Town of Swansboro, NC

### Manager's Report

- School Road
  - May be a maintenance issue
  - WithersRavenel to add back into the model during finalization stage
- Phillips Drive
  - 24" to Holly Ln discharging to Halls Branch is a confirmed problem area
  - No flooding across Phillips Drive
- Forest Ridge Neighborhood – confirmed problem area
  - Neighborhood built on wetlands
  - Pipes likely undersized
- Water St – confirmed problem area
  - Being resurfaced the weekend of June 28th
- Front St – confirmed problem area
  - Pipe at outfall (24") is always full of water
  - Residents often raise concern of flooding on Walnut St (from Broad St to Church St) but no confirmed visual evidence from town staff

WithersRavenel and Staff met via Zoom on July 28, 2025, Tyler GIS WithersRavenel Project Manager spoke with the ESRI representative and confirmed that we can use their account for storm water. Chief Randall has provided WithersRavenel with access to their ArcGIS Online account, and WithersRavenel is currently working on the data viewers. A draft viewer should be ready soon.

August 25, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel presented five key areas for consideration, each aligned with specific Areas of Concern (AOC) to explore potential grant opportunities. The town decided to prioritize the following:

1. Forest Ridge neighborhood
2. Philips Drive to Holly Lane
3. Broad St and Marina

September 22, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel continues to work on proposed concepts for the selected locations.

November 3, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel continue to work on proposed Concepts for selected locations.

- Downtown area challenges:
  - Tidal boundary significantly impacts drainage.
  - Testing solutions like pipe upsizing, pumping, and backflow prevention.
  - Considering timing scenarios for rain vs. tide peaks.

## Town of Swansboro, NC

### Manager's Report

- Other areas expected to be easier due to absence of tidal influence.
- No major prior efforts on downtown drainage beyond a Broad Street bioretention schematic.
- Existing infrastructure includes old clay pipes, some with adverse slopes.
- Fire Chief exploring portable dams for flood events

Updated timeline:

- End of 2025: Concepts and cost estimate ready.
- January 2026: Work on prioritization and draft report
- February 2026: Incorporate Town feedback to finalize

November 24, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel continue to work on proposed Concepts for selected locations:

- proposed drainage concepts for selected locations, focusing on downtown, Forest Lane/Brook Crossing Rd., and Phillips D/Holly Ln.
- Downtown area faces challenges and the need for more information about the flood wall locations and specifications. WithersRavenel will follow up with the Fire Chief for additional details.
- Discussed Preliminary Concepts and limits of work outside the right-of-way.

December 15, 2025, representatives from WithersRavenel met with Town staff via Zoom. Discuss Capital Improvement Plan including the following categories:

1. Condition of infrastructure
2. Project Cost
3. Severity of Flooding
4. Project drainage area served
5. Potential private property easement acquisition

#### **North Carolina Division of Coastal Management Main Street Dock Replacement Project**

The Main Street dock is the oldest Town owned dock. Originally constructed in 1988, the Town received a North Carolina Division of Coastal Management grant for its construction. An addition to the dock was made in 1992 using the same source of funding.

## **Town of Swansboro, NC**

### **Manager's Report**

In February 2025, Carteret Marine conducted an extensive inspection of the dock. The inspection findings determined the structure was unsafe, leading to its closure for both pedestrian and boater use.

Using the inspection report, Arendell Engineers from Morehead City estimated the demolition and construction of a replacement dock of the same size would cost \$143,314. Engineering, permitting, surveying and construction administration would add \$26,850 for a total project cost of \$170,164.

The Town of Swansboro submitted a grant application to the North Carolina Division of Coastal Management for replacement of the Main Street Dock and was awarded the following:

- Grant: \$127,623.00
- Cash Match: \$35,041.00
- In-Kind Match: \$7,500.00

**Total:** \$170,164.00

On August 25, 2025, the TOS was awarded an NCCM grant in the amount of \$170,164 for the replacement of the dock. It is expected that NCCM will release contract documents to grant recipients in the Spring of 2026. In the meantime, Town staff is working with project consultant Kathy Vionson of Coastal Planning to prepare and submit an application for a major CAMA permit which is required for this project.

### **Fire Grants**

#### **AFG Grant**

- Grant- EMW-2024-FG-04065- Vehicle Acquisition
  - Brush Truck- Pending application applied November 4, 2024
- Grant- EMW-2024-FG-00566- Operations & Safety
  - Fire Hose (Attack and Supply)- Pending application applied November 4, 2024

*Item IX - a.*

## Town of Swansboro, NC Manager's Report

# Completed Projects/Planning Items

## Sidewalk Project

At their December 5, 2019, meeting, the NC Board of Transportation approved a funding request from NCDOT Division 3 in the amount of \$366,668.00. Per amended Swansboro Resolution 2019-R9, the Town contributed \$116,634 for a total project funding of \$483,302. The project was split into 3 phases/priorities to focus the limited funding to the portions that ranked higher in need.

Construction of this project commenced Thursday, April 8, 2021. NCDOT has estimated a project funding shortfall in the amount of \$97,000 due to limitations caused by ditching and utilities. The cost breakdown for each phase/priority is as follows (estimates as of April 16, 2021).

- **Priority 1** - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 – **Completed**
- Priority 2 - Old Hammocks Beach Rd from SR 1513 (Deer Island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in late October 2021 – Groundwork/drainage underway. Project delayed due to two additional easements needed just beyond Deer Island Road. The water line depth too shallow in right-of-way. Easements requests were mailed out November 23, 2021.

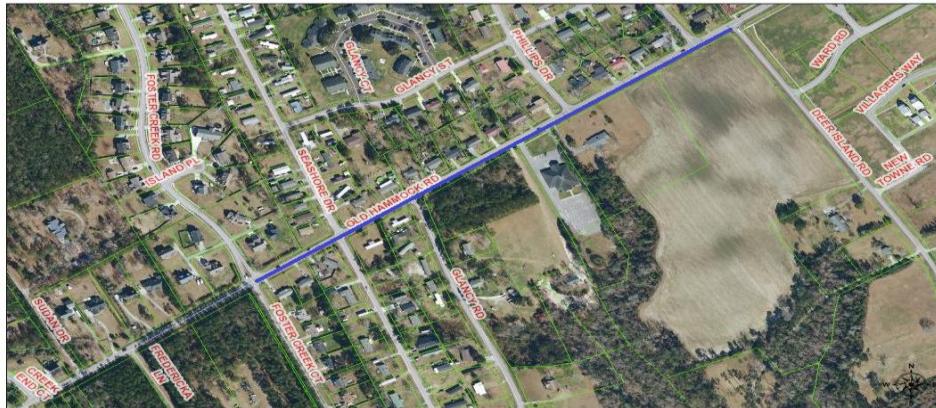
Senate Bill 105 approved November 18, 2021, included the \$100K for sidewalk extensions in Swansboro. An email notifying the Town of the \$100,000 award was received from the Office of State Budget and Management to acknowledge the appropriations of \$100,000 for sidewalk improvements from the State Capital and Infrastructure Fund Directed Grant. Once received, these funds could be appropriated for the second section of Priority 2.

Some stormwater drain work has been completed by NCDOT on Priority 2 along Old Hammocks Road. This priority area includes two sections. The first section from Deer Island Road to Fredricka Lane and the second section from Fredricka Lane to the Catholic Church connection. All easements are secured for section one. One easement is still pending for this section (involves heirs and deed preparation on their part). NCDOT does have some additional drainage work to do along the flag lots at Buena Vista Del Mar (adjacent to Williams Road).

## Town of Swansboro, NC

### Manager's Report

#### Section 1 of Priority 2



#### Section 2 of Priority 2



One easement is still pending, but communication suggests we should have the easement in the near future. NCDOT still has some sitework to complete prior to constructing the sidewalks.

Priority 2 Completed. Ribbon Cutting was held on June 24th.

- Priority 3 - SR 1511 (Hammocks Beach Rd) from Moore's BBQ sidewalk to Park Place Dr \$125,000 - *NOTE: we have not prepared survey/design on this section yet, so costs may vary more related to this priority*

Priority 3 will connect the sidewalks at Park Place to Moore BBQ. This area has not been surveyed/designed and could likely (according to notes in 2019) cost more than \$200,000 due to right-of-way and stream crossing, utility issues. Five easements are required for this section.

## Town of Swansboro, NC

### Manager's Report

#### Priority 3



Staff is working with NCDOT on an updated maintenance agreement which also includes the breakdown of expenditures of the \$100K SCIF Funding (Town contribution). This information is necessary for reports we are required to provide back to the Office of State Budget and Management.

Although requests for Priority 3 easements were sent out back in October 2021, none were received. We will re-submit those requests. Second letters sent July 2022.

During the April 4 Budget Workshop, a future Priority 4 was identified. We are waiting to hear back from NCDOT on funding estimates. NCDOT indicated on 10/10/22 that the on-call contractor hoped to start this sidewalk section in the last part of October. **Priority 4 completed.**

According to NCDOT revised cost estimate, Priority 3 & 4 combined will be \$99,994.80. We are still waiting for the Sidewalk Agreement to be updated to include the last portion of Priority 2 and Priorities 3 & 4.

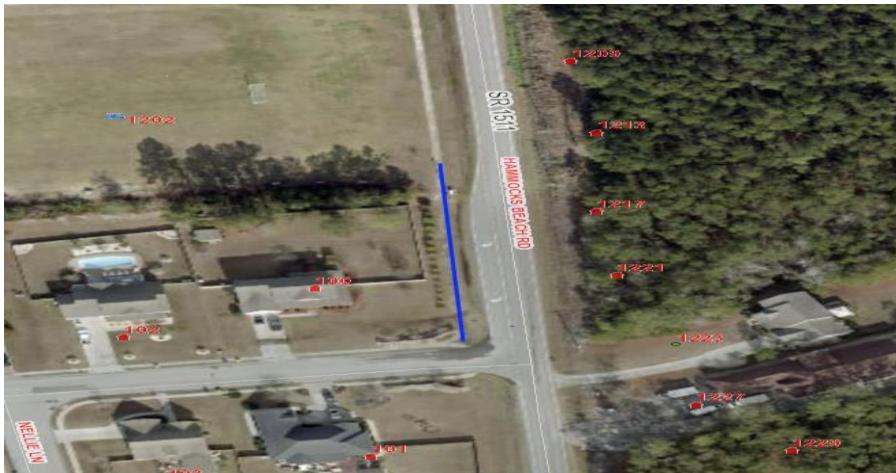
Sidewalk easement received from Justin Weiss/1130 Hammocks Beach Rd. Still need three others from Rawls. NCDOT has been notified. As a reminder – the funding from Priority 3 was moved to Priority 5 & 6 by NCDOT due to it taking so long to obtain the easements. Storm ditch crossing engineering cost will have to be funded by the Town and sidewalk construction will be dependent on future NCDOT funding or the Town can also provide funding.

# Town of Swansboro, NC

## Manager's Report

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### Priority 4 - Completed



Future Priority Areas – as previously noted (Manager's Weekly Brief) interest by a handicap resident has been shown to extend the sidewalk along the west side of Old Hammock Road where there is a void from the Cottages to the side entrance to the Piggly Wiggly. NCDOT shared on 10/10/22 that funds were available to complete that portion ending north of Pelican Circle to the Piggly Wiggly driveway. The Town will work to obtain the required easement. I did inquire whether the partial south of Pelican Circle/adjacent Pineland Drive could be included but have not heard back from NCDOT to date. A second letter was sent to the Perry family on November 17 regarding the needed easement for sidewalk extension. The first letter was sent on October 24<sup>th</sup>. A third letter was hand delivered to Mr. Perry on December 5 and Mr. Perry indicated he was having issues getting all owners to agree. Owners include members of the Perry family, heirs to Irene Pinkston.

Future priority areas were discussed with the BOC July 25, 2022, but no decisions made until more development made on Priority 3. The easement for Priority 4 was secured in the last week of July and shared with NCDOT so that this section could be moved forward ahead of Priority 3. Thus far, no easements have been secured for Priority 3.

On September 26, the Board identified the following Priority Areas: (Note: *priority numbers reassigned by NCDOT*)

### Priority 5

Extension of the sidewalk north from the Cottages to Piggly Wiggly side entrance street  
Obtained list/addresses for all eight property owners of parcel 056535 on January 5, 2023.  
Finalized the easement document and mailed all property owners a separate easement to sign.  
Once all received back, I will notify NCDOT to schedule the sidewalk construction. As of 2/23/2023, one of eight easements received.

## Town of Swansboro, NC

### Manager's Report

3/10/23 – I made some progress on obtaining easement signatures for Priority 5. I received all the signatures needed from the Perry family. However, none of the signatures from the Pinkston family have been received despite numerous letters and Perry family attempts.

3/28/23 – all required easements received from Perry and Pinkston family and forwarded onto NCDOT. Ditch piping has been installed at the entrance to the Piggly Wiggly. NCDOT indicated that this section would be completed in a 6–8-week timeframe.

#### Priority 5 completed in September 2023



#### Priority 6

Pineland Drive parcel south of Pelican Circle to connect to the existing sidewalk at Cottages

NCDOT shared on 11/17/22 “we have reached out to the Environmental Unit to determine if we could extend the existing crossline to extend the sidewalk, or if permitting would be required. We have not yet estimated this work, since we are uncertain what may be involved. If we are able to pursue this section, then we will need an easement from the property owner (but do not reach out to them until we have determined that we can move forward), and we would want to remove the short section of sidewalk that turns out towards Old Hammocks Rd. This is not acceptable practice as it is leading to a roadway where there is not a Stop condition, nor is there a permitted mid-block crossing.”

On February 2, 2023, NCDOT gave the okay to seek the required easement for this priority. That request was mailed February 3, 2023.

Two easement letters have been sent to the property owner with no response. The last letter gave a deadline of March 15<sup>th</sup>. Easement obtained late March and provided to NCDOT. The Town obtained an engineered pedestrian crossing for this priority. Waiting to hear from NCDOT on utility conflict/pipe extension.

#### Priority 7

## Town of Swansboro, NC

### Manager's Report

Main Street Extension from the Recreation Center to Old Hammock to Highway 24 – awaiting cost estimate from NCDOT. Subject to future funding.

#### Priority 8

Gaps without sidewalks on Highway 24 from Old Hammock Road to downtown – awaiting cost estimate from NCDOT. Subject to future funding.

#### Priority 9

South side of Highway 24 from Walmart to Queens Creek – awaiting cost estimate from NCDOT. Subject to future funding.

Following a TRC Meeting at Town Hall on December 13, I met with our NCDOT District Engineer to discuss the priority areas described above further. She noted a change to our priority areas as noted above in red and that she would be reviewing the funding left in this cycle once priority 4 was paid out. She felt confident there should be funding left to complete Priority 5&6 as re-numbered above. As a side note, the Town still has the \$100k provided by the SCIF Funding if NCDOT's estimates are more than what is left with NCDOT. Pedestrian crossing for Priority 6 estimate \$5000.

On February 6<sup>th</sup>, I had an additional conversation with property owners of Priority 3. They seem interested in working with the Town now. I reached back out to NCDOT to schedule a meeting with the property owners. On 2/22/23, our Division Engineer indicated that they will create a detailed aerial of where the sidewalk/easement will be. A reminder that Priority 3 was taken off the NCDOT work list, and those funds were shifted to Priority 4, 5, and 6. If the Priority 3 property owners were agreeable to provide an easement, a new estimate would have to be obtained, and the Town would be responsible to have engineer/design and pay for the stormwater crossing. NCDOT has made it clear they will not pay for that.

Priorities 7-9 have been sent to NCDOT. However, they are subject to future funding NCDOT may get, unless the Town wants to fund them.

August 15, 2024, the Town Manager met with NCDOT representative Ron Van Cleave and JUMPO representatives Stephanie Kutz and Teri Dane. Initial steps identified in restarting the Sidewalk Priority Projects was to identify a funding source. Most likely federal funds going through JUMPO 80/20 split. Also, need to prepare a new RFQ for engineering and design services.

Timeline: Retain Engineering services, Design, permitting and easement acquisition in 2024/2025. Construction 2026.

## Town of Swansboro, NC

### Manager's Report

#### **Main Street Urgent Care**

##### **1058 W Corbett Ave**

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction across from old ABC store.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.
- Project was completed and issued Certificate of Occupancy on April 9, 2025.

#### **Mavis Tire**

##### **1411 W Corbett Ave**

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction at its site in front of Food Lion.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.
- Project was completed and issued Certificate of Occupancy on April 30, 2025.

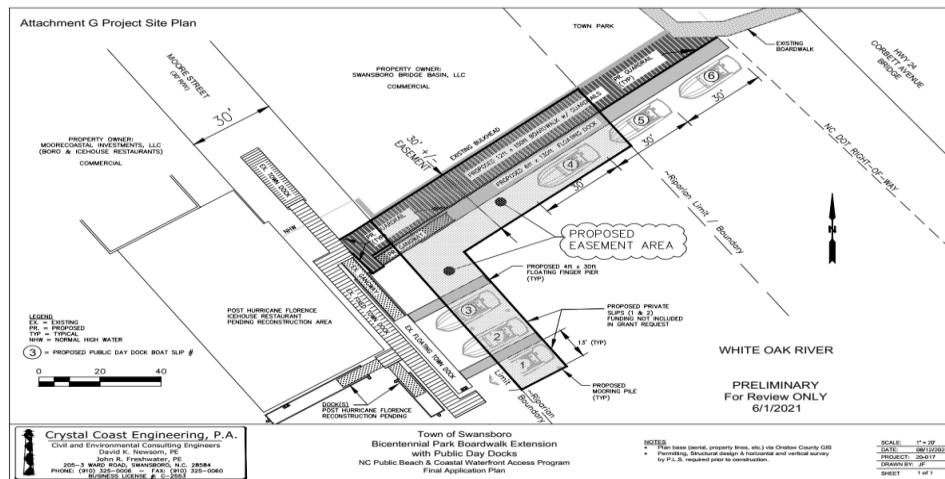
#### **2020 NC Public Beach Coastal Waterfront Access Grant Project**

The Town received notification on November 3, 2020, that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$158,350 with the grant. \$7,000 of the required \$16,000 town match will be non-cash/in-kind. The project will include the following:

1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.
2. A floating dock measuring 6 feet by 130 feet will be located immediately waterward of the Boardwalk and will connect to the existing Moore Street Dock by means of 4 feet by 30 feet aluminum gangway on the western end.
3. There will be four boat slips to accommodate day visitors in small boats

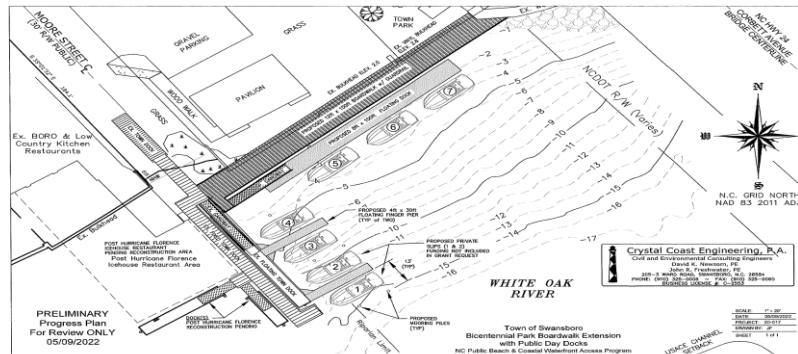
# Town of Swansboro, NC

## Manager's Report



The Lease and Dock Rental Agreements have been executed with Randy Swanson. Kathy Vinson and Crystal Coast Engineering have been re-engaged to continue work on the project.

A redesign of the dock (below) was necessary to remove the kayak launch which once existed when Pogies was located on site. Removal of the kayak launch offered space for one additional boat slip. John Freshwater and Kathy Vinson are preparing the final notes on the plan, which will be submitted to CAMA for permit modification. Once the permit modification is in hand, we can send out an RFP on construction.



Kathy Vinson continues to work with CAMA on our permit modification. NCDOT met on site this week to review and provide comments on the project as requested by CAMA.

As reported in the weekly brief June 24<sup>th</sup>, NCDOT met on site June 23 to review the project for comment and the reported deterioration to the bulkhead at the bridge identified by John Freshwater while conducting site/surveying work on our project. Instead of granting a waiver for our project they have asked to piggyback on our CAMA Permit for the work they will need to do to repair the bulkhead. In addition, that portion of bulkhead connecting

## Town of Swansboro, NC

### Manager's Report

to our walkway will have to be removed and replaced. The Town will be responsible to replace its portion that connects. We will attempt to coordinate this with NCDOT so it's all done at one time. We are still working with NCDOT on the required encroachment agreement and Kathy Vinson has contacted CAMA who is agreeable to allow NCDOT piggybacking on our permit and submittal of the CAMA application with an email from NCDOT with assurances that they are working on the encroachment agreement. Due to the delays with this project, we have been advised to go ahead and ask for a grant extension now because the review time is so backed up.

Permit modification has been submitted to CAMA. A request for a grant extension has also been submitted.

We received an acknowledgement letter from CAMA on Tuesday 9/20 for our permit modification request dated August 16, 2022. We have posted the property as required. CAMA indicated that the projected deadline for a decision is October 20, 2022, but an additional 75-day review is permitted by law. As a reminder, we have also sent a request for a grant extension.

The grant extension (Amendment 1) was received October 12, 2022. The Permit Modification was received on November 30, 2022. The NCDOT Encroachment Agreement was received January 9, 2023. Arendell Engineer, John Wade has been engaged to begin preparing the construction drawings.

The Historic Preservation Commission heard and approved the COA for this project on February 21<sup>st</sup>. Additionally, because we must do some minor dredging prior to construction of the dockwalk, I had to arrange a site visit to assure we did not have any oyster clusters that may need to be relocated. The Coastal Federation graciously made a site visit on Wednesday, February 8<sup>th</sup> and did not identify that needed to be relocated, so that box has been checked. In addition, I am waiting for a quote for dredging. As previously mentioned, Arendell Engineering is currently working on the construction drawings for bidding out the project.

Kathy Vinson and I have been working toward getting the dredge work done before the dredge moratorium goes into effect (April - September). We received two quotes - both exceeded the \$5000 amount I was given some time ago. Only one company can commit to equipment on site and work started by April 1 (Coastal Marine). A budget amendment may be required for FY 22/23 or if the project gets delayed, we will add the amount into the FY 23/24 budget.

Budget amendment approved 3/27/23. Dredge work was completed April 8. Kathy Vinson is working on the required stormwater permit; we hoped we would not have to do. The stormwater permit was submitted the second week of June.

On Friday, August 11<sup>th</sup>, 2023, property owner, Randy Swanson notified the Town that the ground was cracking at the shoreline/bulkhead. On Monday, August 14<sup>th</sup> we met with

## Town of Swansboro, NC

### Manager's Report

Crystal Coast Marine/Justin Cleve, who shared that he could drive pilings to secure the bulkhead as an immediate solution. The proposal was sent to CAMA for consideration. On Tuesday, August 15<sup>th</sup> I received approval from CAMA for maintenance/repair to drive the pilings, which were then driven on Wednesday, August 16<sup>th</sup>. The land side of the bulkhead continues to deteriorate due to the tide washing in/out around the bulkhead. Required bulkhead replacement costs \$101,450 – BOC approved October 5, 2023. A modification of current CAMA Permit 112-05 was required and received through fast-track review on September 15, 2023, along with approval from the US Army Corp of Engineers. The Stormwater Permit for the Boardwalk and the Bulkhead Replacement were received on September 13, 2023. Crystal Coast Marine finished the Bulkhead repair project the week of February 12, 2024

Subsurface Exploration and Geotechnical Engineering is scheduled to be done on Monday, October 23<sup>rd</sup> to evaluate the soil conditions for the proposed development. Project Engineer John Wood, Arendell Engineers, continues to develop final plans not only for the new bulkhead but the boardwalk as well. Final construction plans and accompanying bid documents are expected to be completed early March 2024. Once plans and bid documents are received from Wood, the Town will seek bids from contractors to perform the project. According to project coordinator Kathy Vinson, there should be ample time to get the project completed before the latest time extension expires in October 2024.

The Swansboro Tourism Development Authority awarded the Town \$12,500 towards the bulkhead replacement costs on October 5<sup>th</sup>. A request has also been sent to Onslow County seeking tourism assistance for the bulkhead replacement as well.

An RFP was posted and advertised for construction of a fixed timber platform, floating dock, and few floating slips at the existing water access. Sealed bids were opened on August 6, 2024, six contractors submitted bids the lowest bid was \$233,200, significantly over grant funds available.

The Town Manager was authorized to work with the project Engineer and the lowest bidder, Carteret Marine, in an effort to modify the design in a manner that brings the project within budget and return to the board as soon as possible.

A final extension was granted in July 2024 through April 1, 2025.

August 20, 2024, Town Manager, Staff, and Kathy Vinson, met with Arendell Engineers and Carteret Marine, which included an on-site inspection of the Dock Walk site to discuss necessary adjustments to the project plans. Arendell Engineers will be revising and resubmitting the drawings, aiming to optimize costs to Carteret Marine, who will provide an updated cost estimate based on the new plans.

On September 9, John Wade, Project Engineer, submitted a list of design changes resulting in a reduction of \$22,000.

## Town of Swansboro, NC

### Manager's Report

Revised Carteret Marine Proposal	\$211,200
Engineering and Construction Management Fees	<u>\$15,000</u>
Total	\$226,200
Less Total Grant Award	<u>\$158,300</u>
Additional Funds Requested	<b>\$67,900</b>

#### Project revision

- Removal of four (4) tie piles from project scope.
- Removal of Class B stone beneath armor stone from project scope.
- Shift the platform that previously straddled the current bulkhead to directly waterward of the bulkhead.
  - Reduce the width of the walkway to 10'.
  - Use #2 southern yellow pine lumber beneath the deck.
  - Remove the handrail from the landward side of the platform.
  - The Walkway will be flush to existing bulkhead cap.
- Still working on how to address the ADA issue with the current bulkhead cap.
- Shorten the gangway from 30' to 20'.

September 10, 2024, the Board of Commissioners meeting requested funding assistance from TDA.

A TDA meeting is scheduled for October 1, 2024

On October 1, 2024, The TDA approved \$15,950 for the Dockwalk project, On October 14, 2024, the Contract awarding the Project to Carteret Marine in the amount of \$215, 300 was signed. The expected construction starts on 10/28/2024.

The permit to install floating dock and dock walk system was processed and issued on November 5, 2024, to Carteret Marine Services LLC

April 9, 2025, final walk through of project site was performed by the project Engineer, Contractor, Town representatives, and CAMA representative. The Project was deemed to be built according to approved design. NCDOT had previously approved the installation of the rip rap along bulkhead abutting Hwy 24.

Project was completed and issued Certificate of Compliance on April 23, 2025.

#### **DCIP Grant- Public safety Complex & Sidewalk**

Applied June 14, 2024 (hard copies provided by Chief Randall TM office)

The Town of Swansboro was not selected to advance to the next phase of the DCIP grant. Chief Randall has requested a meeting to discuss and review the submittal on September 30, 2024.

## Town of Swansboro, NC

### Manager's Report

**Project 1** (Public Safety Complex): Town of Swansboro Public Safety Complex for Camp Lejeune - 28584-8451 – Applied July 3, 2025- Denied

**Project 2** (Sidewalks): Town of Swansboro Transportation Infrastructure Construction for Camp Lejeune - 28584-8451 – Applied July 3, 2025- Denied

\*\*Chief Jacob Randall applied for the following grants. He will notify us if they get awarded.

#### Fire Grants

SAFER Grant - (6) Firefighter - Applied April 12, 2024 -Denied

Big Rock Foundation- Fire Department Boat - Pending Application Submittal (hard copies created 7.11.2024 TM Office)

Once the application is submitted to the Big Rock Foundation, Chief Randall will provide the updated application. -Denied

- Regional Grant for Radio Equipment with Hubert Volunteer Fire Department - Applied March 8, 2024- Denied

#### Flybridge Project (1481 W Corbett Avenue)

Developers for Flybridge submitted an application for a conditional rezoning and a Future Land Use Map amendment for property located at 1481 W. Corbett Avenue. The proposed mixed-use development included 324 multi-family units, and six commercial outparcels on approximately 39 acres. This parcel lies within Swansboro's extraterritorial jurisdiction and falls under the Town's planning authority.

The initial application for a CAMA Land Use Plan amendment was denied, and the applicants subsequently withdrew their request for conditional rezoning at the February 25, 2025, Board of Commissioners meeting.

On August 5, 2025, Flybridge submitted a second application for a CAMA Future Land Use amendment and conditional rezoning, which was presented to the Planning Board. The Board tabled the item until its September 2, 2025, meeting. At that meeting, the Planning Board recommended denial of both requests.

The applications were then considered by the Board of Commissioners at their September 23, 2025, regular meeting, where both items were ultimately denied.

## **Future Planning Matters**

### **Bamboo Restaurant and shops**

#### **768 W Corbett Avenue**

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 12/6/24.
- Site Work (grading, tree clearing, etc.) has begun.
- The next step is the Building Plan review in order to obtain permits to begin construction, these have not yet been submitted.
- In March of 2025, Bamboo submitted for review of a revision to the previously approved Site Plan for a change to the parking lot layout, this has not yet been approved.
- Revised site plan was approved.
- Building plans were approved September of 2025

### **Wawa Convenience Store and Gas Station**

#### **1071 & 1073 W Corbett Avenue**

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 1/15/25.
- Building Plans are currently under review.
- The next step is to obtain Building Plan approval, pull Building Permits, and begin construction at old ABC store and car wash site.
- **Building plans approved January 20, 2026**

### **Brezza Lofts (Mixed-used development Lot 8 of Ward Farm Town Center)**

- This project is not a use by right in B-1 zoning district, it required UDO text amendments and a Special Use Permit, which have all been approved by the Board of Commissioners in October of 2024.
- The beginning of project construction is currently on hold due to redesign and additional approvals needed.
- New plans for a mixed-use development have been submitted in January of 2026. They will need to go through TRC then the minor special use permit will need to be reviewed and approved by the Planning Board and Board of Adjustments.

**Town of Swansboro, NC**  
**Manager's Report**

**Swansboro Family Dental**

**1129 Hammocks Beach Road**

- This project is a use by right in B-1 zoning district.
- A Site Plan was submitted for internal review in April of 2025, TRC review, and comments are to follow.
- Site Plan was approved in August of 2025

**Havens At Hammocks Beach (Minor Subdivision)**

- This minor subdivision is 7 lots and considered a use by right in R-20SF zoning district.
- The minor subdivision plat was submitted for internal review in February of 2025. TRC review and comments are to follow.

**School Street Phase one (Multi-Use Store Front)**

**1121 W Corbett Avenue**

- This project is a use by right in the B-1 zoning district
- A Site Plan was submitted for internal review in June of 2025. TRC review and comments are to follow.
- A second Site Plan submittal and TRC review was held in October of 2025.

**1017 W Corbett Avenue (Multi-Use Store Front)**

- This project is a use by right in the B-1 zoning district.
- A Site Plan was submitted for internal review in October of 2025. TRC review and comments are to follow.
- All permits (stormwater, NCDOT Driveway) have been received, and Traffic Impact Analysis has been approved. Site Plan will be approved soon and building plan submittal will follow shortly after.

## Department Reports for November 2025

Item IX - b.

### Administrative Services

- Phone Records Report for November: 1,398 calls
  - Internal – 297
  - Town Hall – 216
  - Police Department – 321
  - Fire Department – 74
  - Parks and Recreation – 223
  - Outgoing totals – 267
- Building permits sold for November: 32 residential/commercial combined; \$10,221.18 total fees collected (includes 0 re-inspections)
- 66 Building inspections scheduled/18 Fire Inspections processed
- 108 Various receipts processed
- 0 code enforcement violation issue
- 350 ONWASA payments processed; 1 New Services; 4 other requests
- 1 Work Orders generated for Public Works
- 1 Notarization's performed
- US Census Report Submitted – Permits
- Town staff Christmas party scheduled and planned for December 5<sup>th</sup>
- Worked with Onslow County IT on conversion project
- Facilitated a food donation collection event with Onslow Community Outreach
- Registration for Essentials of Municipal Government & hotel reservations secured for Board members, manager and deputy clerk
- Registered Commissioner Vannoy & Herbert for virtual Elected Officials Training through NCLM
- Arranged and secured items for outgoing board members recognition
- 2024-2025 Secretary of State appointment report completed
- Public Records Request
  - Constriction on the Rise – Building Permits issued with values October 2025
  - Henderson – Building Permits issued with values October 2025
  - Carolina Permits – New Homes building in October 2025
  - Construction Monitor – Building permits issues October 2025
  - Prestigious Rentals LLC – 106 Elizabeth Way permit records
  - Junior Freeman – 768 W. Corbett Avenue permit records
  - Junior Freeman – 768 W. Corbett Avenue correspondence records
  - CREtelligent – 1161 Hammocks Beach Road permit records
- Prepared Street Closures notice for Swansboro by Candlelight and Flotilla Events
- Worked Golf Cart shuttle at Flotilla
- Issued New Releases/Constant Contact/Facebook posts for:
  - Town of Swansboro Collecting Food Donations
  - Closures for Veterans Day
  - Notice of Acquired Structure Fire Training
  - Thanksgiving Holiday Closures, Garbage & Yard Waste Collection Schedule
- Finalized October Departments Report

## Department Reports for November 2025

Item IX - b.

- Received and handled 2 “Contact Us” request from the Website
- Received and responded to 5 emails from Jimmy Williams for information
- Finalized Sam Bland Award nominations and selection of recipient made
- Assisted with numerous Planning Department matters
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.

### **Finance**

- Sales & Use Tax received in November 2025 is \$133,628
- Accounts Payable Summary for November 2025:
  - 220 Invoices-Totaling: \$114,117
  - 48 Purchase Orders Issued
- Processed payroll-11/14/2025 & 11/28/2025
- PEV ChargePoint Station-Accumulated (kWh) for November 2025:(546)
- Session fees collected-\$146
- Stormwater Fees Collected-November 2025-\$4,908
- Attended staff meeting
- October 2025 Bank Reconciliation-Town accounts
- October 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 5 hours
- Processed Swansboro TDA checks
- Gathered financial information for 11/25/2025 regular meeting session
- Attended Tyler Technologies implementation session for Data Insights, the Town’s Open Data and Transparency platform.
- Attended the NCGFOA Fall Conference
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- The auditor is currently conducting the audit and drafting the financial statements. Once the draft is complete, the Finance Director will review it prior to submission to the Local Government Commission (LGC)

### **Fire Department**

#### *Incidents*

<b>District/Response Type</b>	<b>Call Volume {Monthly}</b>	<b>Annual Total (To Date) <i>January 1 – November 30</i></b>
Swansboro Town {17A}	63	892
Swansboro County {17B}	22	260

## Department Reports for November 2025

Item IX - b.

Aid Given	23	190
<b>Total Call Volume</b>	106	1342
Aid Received	1	41
<b>Overlapping Incidents { % of Volume }</b>	12 { 11.32% }	232 { 17.31% }
<b>Missed Incidents (Overlapping)</b>	<b>0</b>	<b>9</b>

### *Community Risk Reduction - Inspections*

Inspection Type	Monthly	Annual <i>January 1 to November 30</i>
Standard Fire Inspection	8	203
New Business Inspection	0	7
Fire Suppression - Hoods	10	114
Special Event - Tents	0	4
Plan Review	1	21
Code Violation/Complaint	0	2
<b>Total</b>	<b>19</b>	<b>351</b>

### *Agency Training*

Training Category	Monthly	Annual (To Date) <i>January 1 - November 30</i>
Company Training	271	3,830
Facilities	0	207

## Department Reports for November 2025

Item IX - b.

Fire Arson Investigator	13	16
Fire Prevention Inspector	0	31
Fire Life Safety Educator	0	10
Hazardous Materials	1	68
Officers	20	87
New Driver	10	60
New Recruit	5	251
Existing Driver	4	65
EMS	6	47
Emergency Management	0	5.5
<b>Total</b>	<b>672</b>	<b>4,827.5</b>

*\*Training hours may differ from previous reports, reconciliation is still processing for appropriate ISO categorization.*

*\*\* New Recruit hours increase only upon members' successful completion of a fire academy*

### **Parks and Recreation**

#### **DIRECTOR'S REPORT**

##### *Festivals*

- Festival website updates are ongoing
- Met with WNCT (Channel 9) to review marketing plan for the Christmas Flotilla
- Coordinated with Curtis Media for Mullet Festival radio advertising
- Coordinated Christmas Flotilla Logistical Meeting
- Continue working with Front Row Communications for festival advertising
- Continue to work with the Tideland news and Curtis Media on advertising

## Department Reports for November 2025

Item IX - b.

- Coordinated and facilitated successful Christmas Flotilla, 17 boats registered, 10 participated, approximately 4000 attendees, several hundred children visited with Santa, \$3000 cash prizes for Flotilla winners

### *Miscellaneous*

- Continue to work on the pickleball courts project. Drafting Request for Proposal to build courts
- Conducted interviews for Recreation Aide position
- Assisted in coordination of Veterans Day Celebration event
- Manage on-going reservations
- Attend bi-weekly departmental managers' meeting
- Continue to manage staff timesheets, hours tracking, and schedules
- Continue to manage and monitor budget and funds
- Continue to manage on-going weekly and monthly reservations
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance
- Manage community service work program
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day-to-day operations of the Recreation Center
- Attend pool committee meetings
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings
- Conduct Parks Advisory Board meetings

### *Activity Report*

Organization Activity					
From 11/5/2025 to 12/5/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	140	42	5	0	95
Resident	18	4	4	0	3
Non-Resident	122	36	1	0	92
No Residency Set	0	0	0	0	0
Demographics					
< 18	36	0	0	0	8
18 - 65	62	31	3	0	67
65+	42	9	2	0	20
Male	55	30	3	0	46
Female	85	10	2	0	49
Other Genders	0	0	0	0	0
Online vs In-House					
Online	78	0	0	N/A	52
In-Person	62	40	5	N/A	43

## Department Reports for November 2025

### *Metrics-social media*

Media Outlet	Followers	Views	Viewers	Content Interactions	Visits
Facebook-Parks & Rec	19,424	198,800	30,600	1,500	7,400
Facebook-Festivals	9,327	13,300	3,500	112	573

### *Revenue*

Slip Fee - Town Dock	\$4,470
Rental Fees-Parks	\$230
Rentals Rooms	\$695
Rec Program Fees	\$1,323
Gym Memberships	\$10
Dog Park Memberships	\$15
Festival Vendor Fees	\$0

### ASSISTANT DIRECTOR MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Handled staff scheduling for Rec Center, events, and reservations
- Scheduled staff and volunteers for Flotilla
- Scheduled and advertised all Christmas programs on social media and RecDesk
- Attended Veterans Day Meeting
- Facilitated Parks & Recreation Staff Meeting
- Developed and facilitated Fall Garland program
- Facilitated interviews for Recreation Aid
- Cancelled theatre trip and handled refunds
- Created letter for Flotilla donations
- Planned and executed Dinksgiving Pickleball Tournament
- Began planning Parks & Recreation Christmas party
- Handled all social media advertising for Flotilla

## Department Reports for November 2025

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- Order Flotilla supplies
- Attended Parks & Recreation Advisory Board Meeting
- Planned and executed Tiny Trekkers and Sprout Scouts program
- Attended Flotilla logistical meeting
- Met with potential contract instructor for a singing program
- Coordinated and hosted Music BINGO
- Planned while out for Carolinas Conference

### Planned Programs

*Sip & String Fall Garland – November 5th*

- 6 registered and 6 attended

*Tiny Trekkers Harvest Pals – November 7th*

- 12 registered and 10 attended
- 2 waitlisted

*Sprout Scouts Gobble Trot – November 21st*

- 10 registered and 8 attended

*Tai Chi Classes – November 6th – December 18th*

- 13 registered and 3 waitlisted

*Dinksgiving Pickleball Tournament – November 22nd*

- 51 registered and 50 attended

*Theatre Trip Spamalot – November 9th*

- 11 registered and 1 attended
- 1 waitlisted

*Music BINGO – November 25th*

- 47 registered and 38 attended

*Christmas Flotilla – November 28<sup>th</sup>*

- 17 registered and 10 attended
- 14 vendors
- Estimated 5,000+ in attendance

### Planning

*Planning Board*

- The Planning Board regular meeting was cancelled on November 4, 2025, due to lack of agenda items.

## Department Reports for November 2025

Item IX - b.

### *Swansboro Historic Preservation Commission*

- The Swansboro Historic Preservation Commission regular meeting was cancelled on December 18, 2025 due to lack of agenda items.

### *Routine Activities:*

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Attended TCC P8 Subcommittee meeting with JUMPO.
- Attended festival logistics meetings.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.
- Continued work with ongoing Stormwater Master Plan grant and Emmerton School rehabilitation grant.
- Reviewed and approved zoning and floodplain development permits.
- Submitted grant applications for Pedestrian Safety Call for Projects with NCDOT
- Attended the regional hazard mitigation plan meeting.

## **Police Department**

### *Patrol:*

- 563 Calls for Service
- 163 Reportable Events
- 26 Wrecks
- 4 Felony Arrests
- 11 Misdemeanor Arrests
- 8 Arrests by Warrant Service
- 12 Arrests with Transport to the Onslow County Detention Center
- 43 Citations
- 75 Verbal/Written Warnings
- 8 Felonies Investigated (2-Fraud; 2-Narcotics; 1-Larceny; 1-Break & Enter; 1-Elder Abuse)
- 44 Misdemeanors Reported (12-Property Damage; 11-Larcenies; 4-Trespassing; 3-Resist, Obstruct, & Delay Public Officer; 2-Assaults; 1-Communicating Threat; 1-Filing False Police Report; 1-Sexual Assault; 1-Break & Enter; 1-Narcotics; 1-Harassment; 1-Illegal Dumping; 1-Public Urination; 4-Traffic Related)
- 9 Disputes/Public Disturbances
- 10 Alarm/Open Door
- 3 Domestics
- 1 Death Investigation

## **Department Reports for November 2025**

- 3 Crisis Intervention with Mental Subject
- 21 Suspicious Incidents/Persons/Vehicles
- 146 Requests by Other Agencies for Assistance
- 4 Town Ordnance Violations
- 50 Requests by Citizens for non-Crime Related Assistance

### **4,139 Total Events Performed by Patrol**

#### *Community Service/Training:*

- 1 Funeral Escort
- 19 Requests for Fingerprinting
- 12 Business Closing Standbys
- 322 Business Checks
- 2 RU Ok? Participants
- 59 Residence Checks
- Provided security for the Annual Candlelight Event
- Provided security for the Annual Christmas Flotilla
- Participated in the Veteran's Day Ceremony
- Participated in handing out meals on Thanksgiving Day

#### *Admin Services:*

- Answered 260 phone calls during business hours
- Assisted 131 walk-in requests for assistance during business hours
- Took 57 requests for report copies during business hours

## **Public Works**

(no report provided)

## Department Reports for December 2025

Item IX - b.

### Administrative Services

- Phone Records Report for December: 1,447 calls
  - Internal – 385
  - Town Hall – 208
  - Parks and Recreation – 174
  - Police Department – 325
  - Fire Department – 57
  - Outgoing totals – 298
- Building permits sold for December: 33 residential/commercial combined; \$12,310.24 total fees collected (includes 9 re-inspections)
- 74 Building inspections scheduled/22 Fire Inspections processed
- 77 Various receipts processed
- 354 ONWASA payments processed; 2 New Services; 2 Other
- 2 Work Orders generated for Public Works
- 4 Notarization's performed
- US Census Report Submitted – Permits
- Finalized November Departments Report
- Sam Bland Award items finalized
- Received and handled 6 “Contact Us” request from the Website
- Received and responded to 4 emails from Jimmy Williams for information
- Created 2026 recycle calendar
- Town Employee Christmas Party held at Town Hall on December 5th
- Public Records Requested processed
  - Constriction on the Rise – Building Permits issued with values November 2025
  - Henderson – Building Permits issued with values November 2025
  - Carolina Permits – New Homes building in November 2025
  - Construction Monitor – Building permits issues November 2025
  - Charlotte Clevenger – Flybridge records
  - Jamie Cook – copier & printing contract records
- Issued News Releases for
  - BOC 12/10/2025 Organizational Meeting
  - Christmas & New Years closing & schedule changes
  - Christmas Tree collection
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page defaults: 1,468 Top 5 pages viewed in October:

Employment Opportunities – 554 | Police – 198 | Permitting – 179

FAQ (Garbage P/U) – 178 | News (Holiday Schedules) – 157

## Department Reports for December 2025

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### Finance

- Sales & Use Tax received in December 2025 is \$131,190
- Accounts Payable Summary for December 2025:
  - 287 Invoices-Totaling: \$187,667
  - 29 Purchase Orders Issued
- Processed payroll-12/12/2025 & 12/26/2025
- PEV ChargePoint Station-Accumulated (kWh) for December 2025:(532)
- Session fees collected-\$114
- Stormwater Fees Collected-December 2025-\$4,124
- Attended staff meeting
- November 2025 Bank Reconciliation-Town accounts
- November 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 8 hours
- Processed Swansboro TDA checks
- Attended Tyler Technologies implementation session for Data Insights, the Town's Open Data and Transparency platform
- Submitted the Fiscal Data Report to the NCDOT for FY 24/25
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- The Finance Director received the draft of the financial report. The draft was reviewed by the Finance Director and submitted to the Loyal Government Commission (LGC)
- Submitted the Participant Application & Annual Comprehensive Financial Report (ACFR) for the Certificate of Achievement for Excellence in Financial Reporting Award to the Governmental Finance Officers Association

### Fire Department

#### *Incidents*

<b>District/Response Type</b>	<b>Call Volume {Monthly}</b>	<b>Annual Total (To Date) <i>January 1 - December 31</i></b>
Swansboro Town {17A}	86	978
Swansboro County {17B}	25	285
Aid Given	21	211
<b>Total Call Volume</b>	132	1,474
<b>Aid Received</b>	5	51
<b>Overlapping Incidents { % of Volume }</b>	18 {11.32%}	250 {17.31%}

## Department Reports for December 2025

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<b>Missed Incidents (Overlapping)</b>	<b>2</b>	<b>11</b>
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### *Community Risk Reduction - Inspections*

<b>Inspection Type</b>	<b>Monthly</b>	<b>Annual <i>January 1 to December 31</i></b>
Standard Fire Inspection	8	203
New Business Inspection	0	7
Fire Suppression - Hoods	10	114
Special Event - Tents	0	4
Plan Review	1	21
Code Violation/Complaint	0	2
<b>Total</b>	<b>19</b>	<b>351</b>

### *Agency Training*

<b>Training Category</b>	<b>Monthly</b>	<b>Annual (To Date) <i>January 1 - December 31</i></b>
Company Training	132	3,962
Facilities	0	207
Fire Arson Investigator	24	40
Fire Prevention Inspector	0	31
Fire Life Safety Educator	0	10

## Department Reports for December 2025

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Hazardous Materials	33	118
Officers	37	123
New Driver	28	88
New Recruit	5	256
Existing Driver	6	160
EMS	4	51
Emergency Management	0	5.5
<b>Total</b>	<b>672</b>	<b>5,051.5</b>

\* Training hours may differ from previous reports, reconciliation is still processing for appropriate ISO categorization.

\*\* New Recruit hours increase only upon members' successful completion of a fire academy

### **Parks and Recreation**

#### **DIRECTOR'S REPORT**

##### *Festivals*

- Festival website updates are ongoing
- Facilitated after action meeting for Flotilla
- Began gathering statical marketing information to present to sponsors
- Began revising sponsorship packet for 2026

##### *Miscellaneous*

- Continue to work on the pickleball courts project. Several meetings with engineering firm discussing design plans, stormwater plans, and waiting on final costs for those plans. Plan to meet with Pickleball Committee in January to receive feedback on amenities for courts
- Providing feedback on Visitors Centers plans
- Began preparing budget documents
- Manage on-going reservations
- Attend bi-weekly departmental managers' meeting

## Department Reports for December 2025

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- Continue to manage staff timesheets, hours tracking, and schedules
- Continue to manage and monitor budget and funds
- Continue to manage on-going weekly and monthly reservations
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance
- Manage community service work program
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day-to-day operations of the Recreation Center
- Attend pool committee meetings
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings
- Conduct Parks Advisory Board meetings

*Activity Report*

<b>Organization Activity</b>					
From 12/8/2025 to 1/7/2026					
	Registrations	Reservations	Memberships	Check-ins	Profiles Created
<b>All</b>	204	24	9	0	98
<b>Resident</b>	33	4	5	0	14
<b>Non-Resident</b>	171	19	4	0	84
<b>No Residency Set</b>	0	0	0	0	0
<b>Demographics</b>					
<b>&lt; 18</b>	38	1	0	0	16
<b>18 - 65</b>	95	18	8	0	64
<b>65+</b>	71	4	1	0	18
<b>Male</b>	78	13	4	0	33
<b>Female</b>	126	10	5	0	65
<b>Other Genders</b>	0	0	0	0	0
<b>Online vs In-House</b>					
<b>Online</b>	80	0	0	N/A	63
<b>In-Person</b>	124	23	9	N/A	35

## Department Reports for December 2025

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### *Metrics-social media*

Media Outlet	Followers	Views	Viewers	Content Interactions
Facebook-Parks & Rec	19,450	160,309	32,205	1,196
Facebook-Festivals	9,329	1,704		

### *Revenue*

Slip Fee - Town Dock	\$2,849
Rental Fees-Parks	\$105
Rentals Rooms	\$2,460
Rec Program Fees	\$1,095
Gym Memberships	\$150
Dog Park Memberships	\$25
Festival Vendor Fees	\$800

### ASSISTANT DIRECTOR MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Handled staff scheduling for Rec Center, events, and reservations
- Planned and executed Tiny Trekkers and Sprout Scouts for the month
- Attended Carolinas Parks & Recreation Conference
- Attended Visitor Center Meeting
- Coordinated with TennisBloc for upcoming Spring and Summer programs
- Handled all SantaFest prep and executed event with staff and volunteers
- Trained new staff member
- Executed Handmade Holidays Christmas Sweater program
- Attended Flotilla After Action Meeting
- Created, planned, and scheduled social media for Parks & Recreation programs and events
- Planned and executed Ugly Sweater Pickleball Smash program
- Sent survey to pickleball league about evening hours
- Updated 2026 pickleball league membership packet including play time adjustment
- Promoted and handled Holiday Canvas program
- Created recipe book for Christmas Exchange participants

## Department Reports for December 2025

- Executed Christmas Exchange program
- Planned new adult voice classes with new instructor
- Attended meeting with Fire Chief to discuss new safety programs for 2026
- Began event and program planning for 2026 including dates and vendors
- Continued to work on 2026 Parks & Recreation Sponsorship Packet
- Coordinated with two different theatres for upcoming theatre trips
- Began working on 26-2027 budget
- Began planning athletic toddler programs with grant money

### Planned Programs and Events

#### *Christmas Wreath – December 4<sup>th</sup>*

- 5 registered and 5 attended

#### *Tiny Trekkers Frosty Adventures – December 12<sup>th</sup>*

- 11 registered and 11 attended

#### *Jolly Little Sprouts – December 19<sup>th</sup> 10 AM & 11:30 AM*

- 20 registered and 11 attended

#### *SantaFest – December 6<sup>th</sup>*

- Estimated 350 + in attendance

#### *Holiday Canvas December 15<sup>th</sup> – 18<sup>th</sup>*

- 12 participated
- Over 300 votes

#### *Ugly Sweater Pickleball Smash – December 12<sup>th</sup>*

- 41 registered and 40 attended

#### *Christmas Exchange – December 18<sup>th</sup>*

- 11 registered and 11 attended

#### *Tai Chi Classes – November 6<sup>th</sup> – December 18<sup>th</sup>*

- 13 registered and 3 waitlisted

#### *Handmade Holidays Holiday Sweater – December 11<sup>th</sup>*

- 7 registered and 5 attended

### Planning

#### *Planning Board*

- The Planning Board regular meeting was on December 2, 2025.
  - Rezoning Request- Parcel ID 012535 (Swansboro Loop Road). Pinnacle Construction and Development, LLC, on behalf of property owners, Family Freedom, LLC has submitted a rezoning request for a property on Swansboro

## Department Reports for December 2025

Loop Road from RA (Residential/Agricultural) to R10 Single Family. The property is located in Swansboro's ETJ, is further identified as tax parcel ID 012535, and the total acreage requested for rezoning is +/- 1 acre. The Planning Board **did not** recommend this for approval to the BOC. **(Revised 1/26/2026)**

- Ward Farm Village Preliminary Plat Modification. Ward Farm, LLC is requesting an amendment to the preliminary plat that was previously approved for Ward Farm Village Subdivision, located on Deer Island Road located within Swansboro town limits and zoned R-8 SF. The Planning recommended this for approval to the BOC.

### *Swansboro Historic Preservation Commission*

- The Swansboro Historic Preservation Commission regular meeting was on December 16, 2025.
  - Certificate of Appropriateness/ 206 Walnut Street. The owners of 206 Walnut Street or the “Fannie B. Oglesby House” have requested a Certificate of Appropriateness for exterior alterations of the home. This home is contributing to the Swansboro Historic District and is zoned R6SF. This request was approved.
  - Minor Work/Staff Approval Application Report October-December.

### *Routine Activities:*

- Discussed code requirements with new commercial developments
- Attended monthly transportation meeting with JUMPO
- Attended TCC P8 Subcommittee meeting with JUMPO
- Attended festival logistics meetings
- Continue working with development and zoning inquiries
- Continue resolving code enforcement issues
- Continue assisting the Projects Coordinator with ongoing grant projects
- Continued work with ongoing Stormwater Master Plan grant and Emmerton School rehabilitation grant
- Reviewed and approved zoning and floodplain development permits
- Submitted grant applications for Pedestrian Safety Call for Projects with NCDOT
- Submitted Certified Local Government report to the State Historic Preservation Office

## **Police Department**

### *Patrol:*

- 592 Calls for Service
- 128 Reportable Events
- 27 Wrecks
- 1 Felony Arrest
- 7 Misdemeanor Arrests

## Department Reports for December 2025

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- 3 Arrests by Warrant Service
- 2 DWI Arrests
- 6 Arrests with Transport to the Onslow County Detention Center
- 52 Citations
- 98 Verbal/Written Warnings
- 9 Felonies Investigated (3-Larcenies; 2 Fraud; 1-Documentaion Fraud; 1-Obtaining Property by False Pretenses; 1-Conspiracy to Commit a Felony)
- 28 Misdemeanors Reported (7-Property Damage; 7-Trespassing; 5-Larcenies; 2-Communicating Threat; 1-Elder Abuse; 1-Child Abuse; 1-Harassment; 4-Traffic Related)
- 5 Disputes/Public Disturbances
- 8 Alarm/Open Doors
- 6 Domestics
- 6 Crisis Intervention with Mental Subject
- 17 Suspicious Incidents/Persons/Vehicles
- 141 Requests by Other Agencies for Assistance
- 6 Town Ordinance Violations
- 70 Requests by Citizens for non-Crime Related Assistance

### **4,692 Total Events Performed by Patrol**

#### *Community Service/Training:*

- 3 Funeral Escorts
- 9 Requests for Fingerprinting
- 14 Business Closing Standbys
- 463 Business Checks
- 2 RU Ok? Participants
- 43 Residence Checks
- Conducted Shop-with-a-Cop
- Participated in SantaFest
- Participated in Operation Deployed Santa
- Participated in a Santa Parade throughout the Town
- Provided security at One Harbor Church throughout the month
- Officer Gates completed Standardized Field Sobriety Testing Training. 32 hours training held in Jacksonville

#### *Admin Services:*

- Answered 320 phone calls during business hours
- Assisted 115 walk-in requests for assistance during business hours
- Took 63 requests for reports during business hours

### **Public Works – no report provided**