



Board of Commissioners Agenda

Town of Swansboro

Tuesday, June 09, 2026

Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Douglas Eckendorf, Commissioner
Tamara Pieratti, Commissioner | Wayne Herbert, Commissioner | Timothy Vannoy, Commissioner

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

Citizens have an opportunity to address the Board for no more than three minutes per speaker regarding items listed on the agenda. There is a second opportunity at the end of the agenda for the public to address the Board on items not listed on the agenda.

III. Adoption of Agenda and Consent Items

The Town Clerk respectfully submits to the Board, the Regular Agenda and the below consent items, which are considered to be of general agreement and little or no controversy. These items may be voted on as a single group without Board discussion "or" if so desired, the Board may request to remove any item(s) from the consent agenda and placed for consideration separately.

III. Consent Items:

- a. April 1, 2026, Special Meeting Minutes
- b. ONWASA Administrative Service Agreement

IV. Appointments/Recognitions/Presentations

a. Employee Introduction

Presenter: Jon Barlow - Town Manager

b. Board Appointments (*revised*)

Presenter: Alissa Fender, MMC - Town Clerk

Due to expiration of terms, board appointments are needed for the Board of Adjustment, and due to vacancies appointments are due for alternate season on the Historic Preservation Commission.

Recommended Action:

1. Consider appointments to the Board of Adjustment
2. Consider appointments to the Historic Preservation Commission

V. Public Hearing

a. FY 2026/2027 Budget Ordinance, Tax Rate, Salary Schedules, and Fee Schedule
Presenter: Jon Barlow – Town Manager

The FY 2026/2027 Annual Budget is presented following discussions at several work sessions with the Board of Commissioners. The budget was prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget and Fiscal Control Act. As required, all funds within the budget are balanced, and all revenues and expenditures are identified for FY 2026/2027.

Recommended Action:

- 1. Hold a Public Hearing; and*
- 2. Motion to adopt FY 2026/2027 Budget Ordinance, Tax Rate (\$0.35/\$100), Salary Schedules, and Fee Schedule*

VI. Business Non-Consent

a. Future Agenda Topics
Presenter: Alissa Fender – Town Clerk

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

Recommended Action: Discuss and provide any guidance.

VII. Items Moved from Consent

VIII. Public Comment

Citizens have an opportunity to address the Board for no more than five minutes regarding items not listed on the Agenda.

IX. Manager's Comments

X. Board Comments

XI. Closed Session

XII. Adjournment

Town of Swansboro
Board of Commissioners
April 1, 2026, Special Meeting Minutes

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Douglas Eckendorf, Commissioner Tamara Pieratti, Commissioner Tim Vannoy, and Commissioner Wayne Herbert.

Call to Order

The meeting was called to order at 9:00 am. The purpose of the meeting was for discussion/direction on the FY 2026/2027 Budget.

Town Manager Jon Barlow and Finance Director Sonia Johnson presented the preliminary FY 2026/2027 draft budget. At the revenue-neutral tax rate of \$0.26 per \$100 valuation, projected revenues totaled \$6,714,522 against department requests of \$8,097,464, yielding a preliminary deficit of \$1,382,942. The revenue-neutral rate reflects the new countywide revaluation, which increased Swansboro's total assessed valuation from approximately \$750 million to just over \$1 billion. One cent on the new valuation generates approximately \$99,516, compared to \$71,000 under the prior valuation. Keeping the rate at the current \$0.35 would generate approximately \$880,000 more than the revenue-neutral rate. The board was advised that a revenue-neutral statement was required by statute in the budget message, and that Kevin Turner from Onslow County would present further details on the revaluation at an upcoming board meeting.

Key cost drivers outside the town's control included a 2.7% COLA/merit increase, a 0.75-point increase in the state ORBIT retirement employer contribution rate, a 10% property and casualty insurance increase through the League of Municipalities, and a 20% Blue Cross Blue Shield rate increase (net of a \$66,000 introductory credit received last year). Finance Director Johnson noted ongoing work to evaluate prescription plan options and potentially transition to an HSA-compatible plan. Additional cost pressures included rising utility rates, vehicle fuel and maintenance costs, and the town's transition to Onslow County for IT services at \$25,000 annually, down from approximately \$110,000.

New personnel requests totaled \$437,704 and included one Recreation Coordinator (\$68,000), three Firefighters (\$218,000), and two Police Officers (\$151,000). Capital reserve set-asides totaling \$254,500 were requested across Fire (\$125,000), Police (\$23,000), Public Works (\$32,500), and Parks & Recreation (\$74,000). Manager Barlow noted that the capital reserve program had not been funded for at least the past two fiscal years and strongly encouraged the board to resume annual contributions. Capital outlay requests totaled \$684,500 and covered two police vehicles, a fingerprint live scan system, a drone, radio replacement, a brush truck, a fire department boat launch (split 50/50 with Downtown Facilities), equipment for a new fire engine, a municipal tot lot, a parks vehicle, snow removal equipment, and mobile message boards for Emergency Management.

Finance Director Johnson reported the current fiscal year was projected to use approximately \$315,000 of the \$862,814 appropriated fund balance, with about \$547,000 returning to fund balance. Unassigned fund balance remains at approximately 50%, and the \$250,000 reserved for Project Coffee was expected to return to fund balance. The Solid Waste fund was projected to run a deficit of about \$10,000 due to increased GFL contract and recycling costs; proposed rate increases were \$2.15 per month for residential customers and \$3.59 for commercial customers. The Stormwater fund was expected to remain stable despite the loss of a one-time \$16,000 early-payment discount. Johnson also advised that financing for a new ladder truck and engine, estimated at \$3.5 million, would add approximately \$300,000 to the annual debt service, for a net increase of about \$200,000 as existing debt was retired.

Proposed budget details for each department were reviewed. Key items discussed included:

- Non-Departmental: Transition to Onslow County for IT services at a cost of \$25,000 under a county agreement. Additional costs include software licenses and computer replacements; the last replacement cycle occurred during COVID, and staff identified urgent needs in the coming year.
- Governing Body: The \$250,000 previously allocated for Project Coffee was included in the current year's contributions line but was not projected to be spent.
- Administration Services: Projected to finish near budget. Next year's increases were driven by merit and COLA adjustments, full staffing following a brief vacancy, and higher retirement and insurance costs.
- Finance: The Town's current auditor notified the town that they would no longer provide services, requiring issuance of an RFP. Staff were directed to budget approximately \$30,000 for audit services, though the final cost will depend on proposals received.
- Fire: Increased costs reflect higher insurance and retirement expenses due to more employees participating in the health plan, three new personnel requests, uniforms, and capital reserve contributions. The fire chief's salary allocation has been moved fully into the Fire budget from a prior split with Permitting.
- Permitting: Budget included funding for the vacant Chief Building Inspector position in anticipation of hiring, as well as travel and training for the permit technician, to include getting certification.
- Planning: The primary increase was tied to the Land Use Plan update, a multi-year effort involving public engagement and long-range policy development. Discussion noted uncertainty related to pending state legislation affecting the Town's ETJ; while staff indicated this could be incorporated into the scope, the Board expressed interest in deferring major expenditures until legislative clarity was reached.

- Police: Projected to come in under budget due to earlier vacancies and was now nearly fully staffed. Request included two new officers, capital reserve contributions for future vehicles, and two patrol vehicles to be financed. Fuel and oil increases were based on prior-year mileage at \$3.50 per gallon; Chief Taylor noted that adding vehicles would increase fuel and oil consumption accordingly.
- Public Works – Streets: Projected well under budget, largely due to \$500,000 in grant-funded sidewalk work that has not yet advanced. Next year included modest utility increases. The Powell Bill fund was restricted to road maintenance and did not impact the General Fund balance.
- Parks and Recreation: Director Stanley requested a \$3.00/hour increase for part-time staff to remain competitive, noting the inability to staff summer camp last year due to low wages. Also requested one new full-time staff position; total estimated increase was \$32,800. She indicated willingness to forgo a vehicle request to prioritize staffing. Director Stanley also reviewed a grant strategy combining LWCF and PARTF funding for pickleball courts, tennis resurfacing, tot lot replacement, and potential skate park repurposing; November application deadlines require decisions by approximately June.
- Downtown Facilities: Includes \$15,000 for part-time visitor center staffing and \$44,000 in capital outlay for a Christmas tree, floating kayak launch, and the Fire Department's 50% share of a boat launch. Visitor center renovations were underway; a budget amendment will follow. Funding includes \$30,000 in TDA grants, a prior \$60,000 allocation (with approximately \$26,000 remaining), and pending county/TDA requests totaling \$42,000.
- Festivals and Events: Increase in part-time wages to allow overtime pay for festival-day work. Marketing increased by approximately \$10,000 to support updated photo and video production for advertising, including regional television partnerships.
- Emergency Management: Fire Chief Randall highlighted planned purchases of mobile message boards and snow removal equipment (plow attachment for an existing vehicle). Equipment can be used across departments and was covered under the Town's VFIS policy. Finance Director Johnson noted the budget was minimal in non-disaster years, as emergency spending was authorized under declared states of emergency without prior appropriation.

In response to inquiries from the board the following details were clarified:

- The tax rate would be determined through the ongoing process as expenditure priorities were established, and that future workshops would present scenarios showing the impact of various rate options on a typical property owner. It was also noted that a required revenue-neutral statement would be included in the budget message.

- Regarding employee health insurance, staff were working with the Laymon Group to explore better options, including addressing higher prescription costs under the current plan.
- \$150,000 for pickleball courts could be transferred to Capital Reserve due to pending grant efforts.
- Adaptation of the skate park for reopening or for pickleball courts would still require new concrete and may not be an ideal fit for pickleball.
- Municipal Park was already equipped with cameras

Additional Board discussion included possible future purchase of speed trailers for traffic enforcement, the status of Emerton School renovations (on track for August completion with potential shared-use leasing), and a request to support the Historic Preservation Advisory Board with a small outreach budget (approximately \$1,000–\$2,000) for educational events and materials, which was not currently included in the draft.

In closing, the Board provided directions for staff to come back with a clearer list of priorities from each department and several budget options showing different spending levels tied to possible tax rates.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the meeting adjourned at 11:39am.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **ONWASA Administrative Service Agreement**

Board Meeting Date: **June 9, 2026**

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

Overview: The Administrative Services Agreement with ONWASA for operation of the satellite office needs to be renewed for the 2026/2027 fiscal year. The renewal agreement is submitted with the same terms/compensation - \$35,000 as previous years.

ONWASA Board of Directors approved it at their May 21st Regular Meeting.

Background Attachment(s): ONWASA Administrative Service Agreement

Recommended Action: Motion to approve the agreement as written and authorize the Mayor and Clerk to execute the agreement.

Action: _____

ADMINISTRATIVE SERVICE AGREEMENT

AGREEMENT made this ____ day of _____, 2026, by and between **ONSLow WATER AND SEWER AUTHORITY** (the "Authority") a body politic and corporate of the State of North Carolina, and the **TOWN of Swansboro** (the "TOWN"), a municipal corporation of the State of North Carolina;

WITNESSETH:

WHEREAS, the County of Onslow (the "County") the City of Jacksonville, and the Towns of Swansboro, Richlands, North Topsail Beach and Holly Ridge, acting through their respective governing bodies, pursuant to the provisions of Article 1, Chapter 162A of the General Statutes of North Carolina, organized and incorporated the Authority as a vehicle to assist in providing a satisfactory supply of potable water and sewer collection/treatment for citizens of the member governments of the Authority; and,

WHEREAS, in furtherance of the purposes for which the Authority was created, the County and above referenced municipalities, with the exception of Jacksonville, leased to the Authority their water and sewer systems pursuant to long term Capital Lease Agreements and the Authority pursuant to Water and Sewer Service Agreements having terms concurrent with the Capital Lease Agreements, agreed with each such member government to meet the water and sewer needs of their citizens within the limitations of available supply; and

WHEREAS, the Authority's main offices are on Georgetown Road in the City of Jacksonville; and

WHEREAS, for the convenience of customers of the Authority located in or in the general vicinity of the Town, it was provided in the Water and Sewer Service Agreement with the Town that the Authority shall maintain facilities in the Town for the purpose of the bill payment and telephone communication from customers; and

WHEREAS, pursuant to N.C. Gen. Stat. § 162A-6 the Authority is authorized to enter into agreements with units of government relating to the operation of the Authority's utility systems; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, the parties hereto agree as follows:

1. The Town shall, at its sole cost and expense, perform certain duties on behalf of the Authority, such as collecting payment for services provided by the Authority. The exact functions to be performed by the Town are described on **EXHIBIT A** attached hereto and made a part hereof. The Town shall prominently display ONWASA's name on office doors and in other suitable locations on the exterior of the Town Hall premises as is reasonably necessary to advise the public that Authority administrative services are available at the Town Hall. The Authority shall be responsible for providing the Town with such computer, internet, technical support and supplies as necessary at the discretion of the Authority for the Town to perform its duties under this Agreement.
2. The Authority shall pay to the Town for services performed pursuant to this Agreement the sum of \$2,916.67 per month, payable on or before the 10th day of each month; provided, however the Authority may deduct from any monthly payment an amount equal to \$16.83

(35,000/2,080) for each hour in the previous month worked by Authority personnel in performing any administrative services which the Town was obligated to perform pursuant to this Agreement.

3. In lieu of providing the services to the Authority set forth in paragraph 1 above, the Town may at time during the term of this Agreement request the Authority to set up a kiosk in the Town to provide services to the citizens. Should this request be made, the Authority shall, as soon as practicable, establish a kiosk in the Town to provide services. Beginning at the end of the month in which a kiosk is established in the Town, all payments provided in paragraph 2 above shall cease, and the Town shall have no further obligation to provide those services set forth in paragraph 1 above.
4. This Agreement shall continue in effect through June 2027. Either party may terminate this Agreement as of the end of any month by giving the other party at least 60 days notice in advance of the termination date. If a Town is providing services as set forth in paragraph 1 above, a decision to reduce operating hours would be at the discretion of the Authority's Member Governments hosting these satellite offices if Town Facilities are being utilized.
5. The Authority agrees on behalf of the Town to bill to any Authority customers any solid waste fees which such customers may also owe the Town. The Authority will collect such fees in the routine course and remit all payments to the Town. The Authority shall not be responsible for bringing any legal action or taking any extraordinary steps to collect amounts due the Town, other than billing for such charges and remitting any collections to the Town. All claims on account of the Authority billing for and collecting sewer and solid waste fees on behalf of the Town shall be made against the Town, and shall be the sole liability of the Town.
6. The Town and the Authority, in the performance of this Agreement, will be acting in an individual capacity and not as the employee, partner, joint venture, agent or associate of one another, except as may be expressly otherwise provided herein.
7. This Agreement may be modified only by a written agreement executed by both parties hereto.
8. This Agreement is not assignable by either party, by operation of law or otherwise.
9. This Agreement sets forth the entire agreement between the Authority and the Town and supersedes any and all other agreements on this subject between the parties.
10. In the event of any noncompliance of any term or terms of this Agreement by the Town, the Authority may, at its sole option, declare the Town in default and immediately terminate this Agreement.
11. The laws of the State of North Carolina shall control and govern this Agreement.
12. Any claims, disputes, or other controversies arising out of, and between parties to this Agreement which may ensue shall be subject to and decided by the appropriate division of the General Court of Justice in Onslow County, North Carolina.

IN WITNESS WHEREOF, the parties hereto, acting by and through their duly authorized representatives pursuant to the resolutions of their respective governing bodies, have caused this instrument to be executed as of the day and year first above written.

ONSLOW WATER & SEWER AUTHORITY

TOWN OF SWANSBORO

By: _____
(PRINT NAME/TITLE)

By: _____
(PRINT NAME/TITLE)

(SIGNATURE)

(SIGNATURE)

ATTEST:

ONWASA Clerk to the Board

ATTEST:

Town Clerk

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Chief Financial Officer

Exhibit A

DUTIES

- Collection of payments from customers
- Post payments to customers' accounts
- Process payments received in drop box
- Balance cash and make bank deposit daily
- Process applications for service at existing properties which includes collecting deposit and associated fees
- Process payments for reconnection of service terminated for non-payment and generate adjustment journal
- Generate service orders for termination of service requested by customer



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board Appointments** (*revised*)

Board Meeting Date: **June 9, 2026**

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

Overview: Due to expiration of terms, board appointments are needed for the Board of Adjustment, and due to vacancies appointments are due for alternate season on the Historic Preservation Commission.

A list of expirations is provided below as well as those members who seek re-appointment and the Talent Bank Sheet listing the citizens that are interested in serving on an advisory board.

Board of Adjustment

- Two (2) In Town seat to consider for appointment/reappointment.
 - Wayne Mixon – Term expires 6/2026 has interest in re-appointment
 - Ralph Kohlmann – Term expires 6/2026 has interest in re-appointment
- One (1) ALT seat - currently vacant
- There are **two (2)** applications on file.

Historic Preservation Commission

- Two (2) ALT seats - Currently vacant
- There is **one (1)** in-town application(s) on file.

Background Attachment(s):

- 1. NCGS 128-1.1
- 2. Talent Bank Sheet (*attachment corrected*)

Recommended Action:

- 1. Consider appointments to the Board of Adjustment
- 2. Consider appointments to the Historic Preservation Commission

Action: _____

§ 128-1.1. Dual-office holding allowed.

(a) Any person who holds an appointive office, place of trust or profit in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution, to hold concurrently one other appointive office, place of trust or profit, or an elective office in either State or local government.

(b) Any person who holds an elective office in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution to hold concurrently one other appointive office, place of trust or profit, in either State or local government.

(c) Any person who holds an office or position in the federal postal system or is commissioned as a special officer or deputy special officer of the United States Bureau of Indian Affairs is hereby authorized to hold concurrently therewith one position in State or local government.

(c1) Where authorized by federal law, any State or local law enforcement agency may authorize its law enforcement officers to also perform the functions of an officer under 8 U.S.C. § 1357(g) if the agency has a Memorandum of Agreement or Memorandum of Understanding for that purpose with a federal agency. State and local law enforcement officers authorized under this provision are authorized to hold any office or position with the applicable federal agency required to perform the described functions.

(c2) Repealed by Session Laws 2015-201, s. 3(b), effective August 5, 2015.

(d) The term "elective office," as used herein, shall mean any office filled by election by the people when the election is conducted by a county board of elections under the supervision of the State Board of Elections. (1971, c. 697, s. 2; 1975, c. 174; 1987, c. 427, s. 10; 2006-259, s. 24(a); 2011-31, s. 13; 2014-100, s. 14.11(b); 2015-201, s. 3(b); 2015-241, s. 14.30(u); 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1.)

THUMBNAIL PROFILES TALENT BANK APPLICANTS

Gary Keroack **Town Limits** **(904)537-7273** (11/2023)

Interested in **Planning Board** **Appearance Commission** Other

- Retired, Occasional Math Tutor
- MBA, M.A. Math Education (6-12)
- HOA Design Board Member in Florida and Halls Creek
- Special skills include meteorology, oceanography, and business administration
- Desire to volunteer his free time to become more involved in the community

Kelley Brown **Not in Town Limits** **(910)238-0191** (12/2024)

Interested in **Tourism Authority**

- Sales Manager Hampton Inn Suites
- Highschool graduate
- Member of the Military Affairs Committee, TAC Committee for Onslow County, Hospitality Committee for Onslow County. Previously recognized as the 2022 Hospitality Person of the Year, and 2021 SACC Businesswoman of the Year.
- Working in the hotel in sales provides a unique insight into what groups are coming to the area for and how to keep them returning. Knowledge includes how to attract other groups and what to do from a town standpoint to keep the area busy.
- The hotel has a special position, they are consistently involved in the community and in the growth of the town, as it advances all interest and desires to provide both to the community through participating on an advisory board.

Bryan Lowe **Town Limits** **(910)978-6498** (12/2023)

Interested in **Planning Board** **Board of Adjustment**

- Retired/Disabled Veteran
- Master of Science, Logistics Management and Black Belt Lean Six Sigma
- Involved with Veterans Memorial Gardens, Past president of Warrant Officer Association
- Logistics background, developed processes
- Desires to find a good use for free time

Sherrie Hancock **ETJ** **(910)581-4768** (12/2024)

appointed to PB

Interested in **Tourism Authority**

- Hospitality Service Director Hampton Inn and Suite
- Some College
- Prior TDA/Currently serves on Planning Board
- Has lived in Swansboro for 52 years. 6 generations in this area. As mention, was prior TDA member and would love to continue to serve the community by sharing thoughts and concerns.
- As her home she wants to serve the community and make it as safe and as enjoyable as it has been in the past. The town is called the "Friendly City by the Sea" for a reason and she wishes to keep it that way.

Catherine Madison **Town Limits** **(252)764-1805** (12/2024)

Interested in **Tourism Authority**

- General Manager Hampton Inn and Suites
- High School Education
- Military Affairs Committee
- Has worked in hospitality for 7 years under Crown Hotel and Travel Management, which has given her good prospective on what is needed to maintain and get new business coming to Swansboro. She has 3 children active in the community with dance and baseball which helps her know the market segment for youth travel.

Historic Preservation	Planning Board	Board of Adjustment	Park Board	Tourism Authority
	Appearance Commission	Other		

-Having become more involved with the community through the Military Affairs Committee and volunteering at different events she would like to expand her horizon into helping bring more business to the town of Swansboro.

Ryan Swanson **Town Limits** **(862)354-2597** (01/2025)

appointed to Parks Board

Interested in **Planning Board** **Tourism Authority**

-COO of DFS Advertising Agency

-Some College

-Previous member of Swansboro Area Events Organization, Swansboro Area Development Foundation, Swansboro Military Affairs Committee, Swansboro Veterans Memorial Committee

-15+ years in business leadership in Swansboro, 10+ years in local property management and season tourism patterns/growth. Proven track record in tourism/local development and event management. Strong marketing and community engagement skills. Currently maintains a network of local business partnerships. Advertising agency is the agency used by the Azalea festival for the past 2 years and for 2025.

-Interested in serving TDA by having direct experience in tourism promotion and management, understands season business patterns in Swansboro. Interested in serving the Planning Board by having a proven track records of business expansion and understands the nature and necessity of careful planning for both commercial and residential. Interested in serving the Parks & Rec Board by having a history of planning large scale community and private events and understands the community needs and interests.

- Overall as a resident of Swansboro since 2007 and having a vested interest in the town growth, he is willing and strongly desires to make a positive change in our community that will benefit most and assisting with positive growth for the Town and make sure that residents and business owners are protected.

Rachelle Lovejoy **Town Limits** **(540)664-7411** (07/2025)

Interested in **Planning Board** **Park Board**

-HOTWORX Franchise Owner

-BS Psychology/Military Resilience/Addiction & Recovery, MSW Family-Life-Social Environment Student

-Town of Swansboro Internship – Sidewalk Project, DoDEA Special Education Advisory Board Member, At Risk Youth Development Program, Mental Health Mentor Liaison, ADA Advocacy Outreach

-Strong background in community service and nonprofit work, with a focus on accessibility and integration, and believes their experience and ongoing MSW studies in Accessibility and Inclusivity will support inclusive, compliant planning and zoning efforts that benefit Swansboro residents and visitors

-Passionate about urban development, accessibility, and inclusivity, and seeks to bring a unique perspective to the Planning Board by offering insights on development plans, alternative evaluation methods, and the specific needs of individuals with disabilities who live in or visit the Town.

Jeff Brooks **Town Limits** **(910)581-6490** (11/2025)

Appointed to Board of Adjustment 1/2026

Interested in **Planning Board**

-MV22 In-service engineer/Dept of Defense (Navy)

-Bachelor of Science in Electrical Engineering

-Prior Parks & Rec board member, coaching/administration for Swansboro Baseball & Softball Association, volunteer coach for Swansboro Soccer Association

-39 year career as civilian engineer for the Navy. Lead engineer for MV22 Flight Simulators. Duties include being site lead at MCAS New River and Subject Matter Expert for lifecycle support and acquisition of new capability for trainers (Contracts, Statements of Work, and Specifications).

-Swansboro native, 3rd of 4 generations to go through the Swansboro school system. Nearing retirement, wants to give back more to the community and help in any way. Recent efforts of Flybridge/Paid Parking/consideration of eminent domain, have energized desire to be involved.

Historic Preservation	Planning Board	Board of Adjustment	Park Board	Tourism Authority
	Appearance Commission	Other		

Laurent Meilleur **Town Limits** **(919)619-6752** (11/2025)

Interested in **Planning Board**~~Board of Adjustment~~

- VP, Sales DDC-I, transitioning to a part time role in early 2026
- Associates in Electro-Mechanical, 100+ hours of college credits with a mix of engineering, physics, and business
- Prior Swansboro Commissioner and before that Planning Board member. Involved in various community fund raisers
- Strong ability to read and understand legal, business and technical material, and already have working knowledge of the town UDO, Land Use Plan, and overall local government process. Prio record demonstrates that he is not shy about diffing into the details, puts personal experiences aside when making recommendations. Decision are made based on a developers alignment with the current UDO. Ability to help develop terminology for UDO changes and improvement
- Transitioning to a part time role with employment will provide more free time for community service. Believes that Swansboro is a jewel along the Carolina coastline and deserves strong citizen support. Particularly has a passion for the work and character of the Planning Board and Board of Adjustment.

Cynthia LaCorte **Town Limits** **(910)467-3847** (11/2025)

Appointed to Appearance Commission 2/2026

Interested in **Historic Preservation**

- Realtor/Broker Caldwell Banker Sea Coast Advantage
- Real Estate/College, technical
- Volunteerism in schools, Jacksonville Board of Realtors Legislative Committee, Key volunteer coordinator for Marine Corps Unit/Deserts Storm, Fundraiser chair & 2 term president local political club/national affiliation, local/state/national level political campaign manager/coordinator
- Excels at teamwork – co-owner nationally recognized real estate team & past club president/staging designation, coordinated community open house events, luxury home marketing certified, resides in historic district, gardening skills, wide range of vendor/political contacts
- Swansboro’s appearance and history can be enhanced and appreciated more by achieving the objective of the appearance commissioner. With knowledge gained in various fields coupled with providing success through delating & coordinating teamwork, anything is possible

Frank Tursi **Town Limits** **(252)241-3507** (12/2025)

Appointed to Planning Board 1/2026

Interested in **Other**

- Retired
- Bachelor of Arts in English, Bachelor of Science in Geology
- Prior Commissioner, Mayor Pro Tem (2015-2023), planning board member & chair (2012-2015)
- Understands and values planning concepts, local zoning ordinances, chaired committee to devise Land Use Plan, knows the town’s culture and history
- Desires to make Swansboro Better

Sarah Svendsen **Town Limits** **(919)969-1429** (12/2025)

Interested in **Appearance Commission**

- Patent & Technical Illustrator – Self Employed, Project Coordinator Ikorongo Technology, LLC
- Bachelor of Arts in Business Administration – NC State University
- PTA Executive committee positions, GSA Troop Leader, Northwood High School Booster Executive Committee Positions, AAU Team member
- Self-starter, business owner for 12+ years, experience in developing identify packages(logos, letterhead, business cards)
- Seen how simple architectural or landscape guidelines can positively affect the aesthetics for a town and desires to be good steward to the Town

Historic Preservation	Planning Board	Board of Adjustment	Park Board	Tourism Authority
	Appearance Commission	Other		



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **FY 2026/2027 Budget Ordinance, Tax Rate, Salary Schedules, and Fee Schedule**

Board Meeting Date: **June 9, 2026**

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

Overview: The FY 2026/2027 Annual Budget is presented following discussions at several work sessions with the Board of Commissioners. The budget was prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget and Fiscal Control Act. As required, all funds within the budget are balanced, and all revenues and expenditures are identified for FY 2026/2027.

The Board of Commissioners developed the following list of priorities which had significant influence on the development of the FY26/27 Budget:

- At a minimum the Tax Rate will remain unchanged at \$.35/\$100 valuation
- Present a balanced Budget without the appropriation of fund balance
- Provide a COLA/Merit increase for staff
- Create one new staff position in both Fire and Police
- Focus on making a transfer to the Capital Reserve Fund to support future capital expenditures

Budget Summary

- Capital Equipment
 - All Capital Equipment purchases are financed 100% with loan proceeds.
 - 2-Police Patrol Vehicles
 - 1-Public Services Director Vehicle
 - Fingerprinting Live Scan
 - Phase II handheld radio replacement
 - Christmas Tree at the Pavillion
- Capital Projects
 - Emergency Operations Center/Public safety Building (EOC/PBS)- Total project budget is approximately \$9 million. It is expected the design phase will take approximately 12 months to complete followed by 12 months of construction.
 - Replacement of the Main St. Dock funded by a NC Beach Access grant in the of \$127,623
 - Parks and Recreation Tot Lot Project- Seeks State PARTF grant funds in the amount of \$60,000 for the new playground equipment
- Personnel
 - Cola 2.35 % and up to 2.35% Performance Based Merit Increase Salary adjustments based on annual performance evaluations.
 - New Personnel
 - 1-Fightertfighter II
 - 1-Police Officer
- Insurance Premiums

Action: _____

- Health Insurance –Blue Cross/Blue Shield renewal will increase of 4%.
 - Worker’s Compensation Insurance – The Town purchases Worker’s Compensation Insurance through the NCLM risk management pool. Rates for FY 26/27 are expected to decrease from current year levels by 6%.
 - Property and Liability – The Town purchases Property & Liability Insurance through the NCLM risk management pool. Rates for FY 26/27 are expected to increase 10% from current year levels.
- Fees and Rates
- A complete listing of the Schedule of Fees is attached.
 - Solid Waste Collection Fees will increase as follows:
 - Residential: \$24.08 or \$2.10/mo.
 - Commercial: \$40.21 or \$3.59/mo.
 - Stormwater Management fees remain unchanged at \$60 / residential unit

General Fund Revenues

The tax rate for FY 26/27 is proposed to remain unchanged at \$.35 per \$100 valuation. Total assessed valuation increases from \$734,795,000 to \$1,001,600,000 due to revaluation. Onslow County performs property tax revaluations every 4 years. The total valuation in Swansboro has increased 36% over the past 4 years. Real property values increased 41% while personal and public utilities values show little to no gains. Tax base growth is confirmation of the growth the Onslow County has seen since the last revaluation.

General Fund Expenditures

Total expenditures in the General Fund Budget for FY 26/27 are \$7,091,685. In comparison, amended General Fund expenditures for FY 25/26 are \$7,396,374 , a 4.12% decrease compared to the adopted FY 25/26 Budget. The General Fund Budget for FY 26/27 is balanced with \$0 of fund balance.

Stormwater Utility Fund

There are no changes to the Stormwater Fee schedule. Fees are as follows:

Residential Tier

\$5.00 flat fee/month /residence

Commercial Tier

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

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

Solid Waste Enterprise Fund

The Town of Swansboro charges user for sanitation/recycling and yard debris for residential and commercial customers. The collection of residential and some commercial garbage and recycling is managed through a contractual agreement with GFL. It is expected that GFL will increase rates by 1.9% based on the April CPI. The Solid Waste Enterprise fund is set up to be fully supported by user fees. In fact, since the last increase in FY18/19 the Solid Waste Fund has been self-supporting; however, due to cumulative Consumer Price Index (CPI) adjustments in prior years, the current rate schedule is not able to absorb the increase for the coming year; therefore, the proposed rate increase is as follows:

	Current rate	Proposed Rate	\$ Increase
Residential Customer	\$21.93/mo.	\$24.03/mo.	\$2.10/mo.
Commercial Customer	\$36.62/mo.	\$40.21/mo.	\$3.59/mo.

Background Attachment(s):

1. FY 2026/2027 Budget Ordinance which includes the Tax Rate (\$0.35/\$100)
2. Salary Schedule
3. Fee Schedule
4. Budget Presentation

Recommended Action:

1. Hold a Public Hearing; and
2. Motion to adopt FY 2026/2027 Budget Ordinance, Tax Rate (\$0.35/\$100), Salary Schedules, and Fee Schedule

**TOWN OF SWANSBORO
BUDGET ORDINANCE
FISCAL YEAR 2026/2027**

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro, North Carolina that the following ordinance be adopted to make appropriations and raise revenue for the current operations of the Town of Swansboro for fiscal year beginning July 1, 2026 and ending June 30, 2027.

SECTION 1. It is estimated that the following revenues will be available in the General Fund for fiscal year beginning July 1, 2026 and ending June 30, 2027:

Ad Valorem Tax	\$3,455,470
Ad Valorem Tax prior years	\$12,239
Penalties and Interest	\$3,500
Sales and Use Tax	\$1,600,000
Powell Bill Funds	\$126,626
County Funding (Fire)	\$302,865
County Funding (\$.03 Cent Property Tax)	\$206,923
Utility Franchise Taxes	\$235,000
Building Permit Fees	\$223,022
ABC Distribution	\$48,600
Beer & Wine Tax	\$14,000
Investment Earnings/GF	\$165,000
ONWASA Satellite Office Payment	\$35,000
Rental Fees/Leases	\$37,563
Festivals & Events	\$73,500
Loan Proceeds	\$166,000
Grants-Variou s	\$60,000
Other Revenues	\$326,377
Total General Fund Revenues	\$7,091,685

SECTION 2. The following amounts are hereby appropriated in the General Fund for the expenses of the town government and its activities for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

Non-Departmental	\$562,466
Governing Body	\$33,236
Administrative Services	\$491,381
Finance	\$370,998
Legal	\$59,300
Public Buildings	\$322,837
Fire Department	\$1,849,890
Permitting	\$299,363
Planning	\$125,361
Police Department	\$1,637,667
Streets Municipal	\$420,643
Streets State Aid	\$126,677
Parks & Recreation	\$461,960
Downtown Facilities	\$139,966
Festivals & Events	\$169,440
Emergency Management	\$20,500
Total General Fund Expenditures	\$7,091,685

SECTION 3. Revenues. It is estimated that the following revenues will be available in the Stormwater Enterprise Funds for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

Users Fees	\$152,169
NCDOT	\$5,405
Total Stormwater Enterprise-Revenues	\$157,574

SECTION 4. Expenditures. The following amounts are hereby appropriated in the Stormwater Enterprise Funds for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

Stormwater Fund Expenditures	\$157,574
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SECTION 5. Revenues. It is estimated that the following revenues will be available in the Solid Waste Enterprise Funds for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

Solid Waste Enterprise Fund Revenues-User Fees	\$527,650
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SECTION 6. Expenditures. The following amounts are hereby appropriated in the Solid Waste Enterprise Funds for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

Solid Waste Fund Expenditures	\$527,650
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SECTION 7. Debt Service. The following amounts are hereby appropriated in the General Fund, Stormwater Fund, and Solid Waste Fund for the annual debt service payments for the fiscal year beginning July 1, 2026 and ending June 30, 2027 are as follows:

Town Hall	\$72,863
Fire Truck (Tanker)	\$11,861
Sleeping Quarters-PSB	\$26,823
Toyne Fire Truck	\$47,512
Vehicles & Software	\$23,377
Cab Tractor/Dump Truck	\$58,491
Vac Truck, Police & Fire Chiefs Vehicles	\$131,934
Police Vehicles	\$23,539
Total Debt Service	\$396,400

SECTION 8. Capital Projects & Grant Projects. The FY 2026-27 budget ordinance hereby authorizes the following capital improvement & grant projects:

Waterfront Plan Implementation Project	Fund #24	\$554,817
Municipal Park Improvements Project	Fund #57	\$1,325,104
Emergency Operation Center	Fund #33	\$9,000,000
Emmertton School Repairs	Fund #34	\$499,000
Main Street Dock Replacement Project	Fund #37	\$170,164

SECTION 9. Tax Rate. There is hereby levied for the fiscal year 2026-2027 a tax at the rate of \$0.35 on each one hundred dollars (\$100) assessed valuation of property located within the Town of Swansboro as listed as of January 1, 2026, for the purpose of raising revenue in the General Fund Section 1 of this ordinance.

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

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

SECTION 11. Fee Schedule. The Town of Swansboro Schedule of Fees for Fiscal Year 2026-2027, amended from the Schedule of Fees for the previous fiscal year, is hereby adopted by reference. In addition, Policy No. 10 reflects the Board of Commissioner’s ability to waive permit related and/or annexation fees in exchange for voluntary annexation and is hereby adopted by reference.

SECTION 12. Salary Schedules. The Town of Swansboro Salary Schedules for Fiscal Year 2026-2027.

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

SECTION 14. This ordinance shall become effective on July 1, 2026, following its adoption, this 9th day of June 2026.

ATTEST:

**TOWN OF SWANSBORO
BOARD OF COMMISSIONERS**

Alissa Fender, Town Clerk

William Justice, Mayor

Town of Swansboro
Salary Schedule FY 2026-27
General Employees

GRADE	Minimum	Maximum
11	37,292	56,195
12	39,157	58,443
13	40,417	62,334
14	43,208	65,227
15	44,064	72,470
16	47,651	73,919
17	50,131	74,927
18	51,215	80,325
19	53,776	84,341
20	56,592	87,526
21	59,314	113,452
22	62,279	114,019
23	66,967	114,874
24	68,882	115,448
25	73,263	117,116
26	76,625	118,271
27	80,456	120,636
28	84,479	126,668
29	88,703	133,001
30	93,138	139,651

This Salary Schedule was hereby adopted by the Board of Commissioners in regular session on June 9, 2026, and reflects the approved 2.35% Cost-of-Living Adjustment (COLA) for the 2026–2027 fiscal year.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk

Town of Swansboro
Salary Schedule FY 2026-27
Public Safety

Grade	Minimum	Maximum
11	\$37,292	\$55,938
12	\$39,157	\$58,735
13	\$41,114	\$61,672
14	\$43,170	\$64,755
15	\$45,329	\$67,993
16	\$47,595	\$71,393
17	\$49,975	\$74,962
18	\$52,474	\$78,711
19	\$55,097	\$82,646
20	\$57,852	\$86,778
21	\$60,745	\$91,117
22	\$63,782	\$95,673
23	\$66,971	\$100,457
24	\$70,320	\$105,480
25	\$73,836	\$110,754
26	\$77,528	\$116,291
27	\$81,404	\$122,106
28	\$85,474	\$128,211
29	\$89,748	\$134,622
30	\$94,235	\$141,353

This Public Safety Salary Schedule was hereby adopted by the Board of Commissioners in regular session on June 9, 2026, and reflects the approved 2.35% Cost-of-Living Adjustment (COLA) for the 2026-2027 fiscal year.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk

Town of Swansboro

Schedule of Fees



Fiscal Year 2026-2027
Proposed

RESIDENTIAL BUILDING PERMIT FEES

Item V - a.

New Construction (including modular construction & additions, but not trades) Application Fee	\$50.00
Single Family and Duplexes	\$.50/sq ft Minimum \$500.00
Multi-Family	\$.60/sq ft Minimum \$500.00
Plumbing (including renovations and repairs)	\$.13/sq ft
Mechanical (including renovations and repairs, and ductwork)	\$.13/sq ft
Electrical (including renovations and repairs)	\$.13/sq ft
Temporary Pole	\$ 75.00
Porches, Decks, Garages, and Accessory Buildings (If over 12ft in any direction; over 144 sq ft)	\$275.00
(Less than 12ft in any direction or 144 sq ft, zoning, tie-down permit, inspection required)	\$150.00
Renovations & Repairs (Building Only) (Not Additions - see New Construction)	\$.13/sq ft Minimum \$75.00
Manufactured Homes (includes CO)	
Single Wide	\$250.00
Double Wide	\$350.00
Triple Wide	\$375.00
Sidewalk Inspection for Residence	\$75.00
Driveway Inspection	\$75.00
Fence Inspection	\$75.00
Swimming Pool (does not included electrical)	\$85.00
Home Owners Recovery Fund	\$ 10.00
Certificate of Occupancy	\$110.00
Temporary Residential Storage Unit (PODS)	No charge
Change of Contractor/Subcontractor	\$25.00
Minimum Permit Fee Electric, Mechanical, Plumbing	\$75.00
Any work which begins without or prior purchase of any permit	Double permit fees

COMMERCIAL BUILDING PERMIT FEES

Item V - a.

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

Application Fee	\$100.00
Assembly (A-1, 2, 3, 4)	\$0.60/sq ft Minimum \$500.00
Business	\$0.60/sq ft Minimum \$500.00
Educational	\$0.60/sq ft Minimum \$500.00
Factory (F-1, F-2)	\$0.60/sq ft Minimum \$500.00
High Hazard (H-1, 2, 3, 4, 5)	\$0.60/sq ft Minimum \$500.00
Institutional (I-1, 2, 3, 4)	\$0.60/sq ft Minimum \$500.00
Mercantile	\$0.60/sq ft \$0.75/sq ft >40,000 sq ft Minimum \$500.00
Hotels & Group Care (R-1, R-4)	\$0.60/sq ft Minimum \$500.00
Storage (S-1, S-2)	\$0.60/sq ft Minimum \$500.00
Utility	\$0.60/sq ft Minimum \$500.00
Plumbing (including renovations and repairs)	\$.13/ sq ft \$0.26/sq ft >40,000 sq ft Minimum \$75.00
Mechanical (including renovations and repairs and ductwork)	\$.13 /sq ft \$0.26/sq ft >40,000 sq ft Minimum \$75.00
Electrical (including renovations and repairs)	\$.13/sq ft \$0.26/sq ft >40,000 sq ft Minimum \$75.00
Temporary Pole	\$75.00/unit
Renovations & Repairs of Building only	\$.13/sq ft Minimum \$75.00
Gas Pumps/Storage Tank/Mech. Equip/Gas Appliances & Equipment	\$75.00/unit
Freezers and cooler change-out	\$75.00/unit
Sidewalk Inspection	\$75.00 \$120.00 >40,000 sq ft
Driveway Inspection	\$75.00 \$120.00 >40,000 sq ft

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

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OTHER BUILDING AND PLANNING FEES

Item V - a.

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

Generator		\$120.00
Tent (temporary for event)		\$150.00
Alternative Sidewalk Contribution in lieu of Construction (Waiver approved by Town Manager)		\$25.00*/linear foot of frontage along a public street or highway (excluding driveways)
(*Unless official, signed estimate is received and approved)		
Electrical Service Change (Meter base, service panel)		\$150.00
Electrical service meter (accessory building)		\$160.00
Permits issued to the Town of Swansboro Government		No charge
Demolition		\$100.00 Residential/Commercial
Docks, bulkheads, retaining walls over 4', jetties, boat lift (w/o electric), and similar projects (request must include a copy of the CAMA permit for the file.)		\$125.00
Mobile Temporary office (including electrical)		\$150.00
Moving building (over 16' wide or requiring a blue light escort)		\$250.00
Mechanical unit change-out/per unit (unit only/no duct work)		\$100.00
Billboard Application		\$500.00
Re-inspection Fee (per trip)(per trade)		\$60.00
Signs		\$1.25/sf per viewable side \$60.00 minimum >40,000 sq ft Double Fees
Temporary Signs		\$1.25/sf
Sign Impoundment Fee/Penalty	First occasion Second occasion Third and additional occasions >40,000 sq ft Double Fees for all occasions	\$1/square foot \$5/square foot \$10/square foot
A.L.E. (Alcohol License) application compliance certification		\$75.00 >40,000 sq ft Double Fees

Required Fire Prevention Inspections

New businesses	\$150.00	\$100.00
<u>1st & 2nd re-inspection</u>	\$100.00	
<u>3rd & 4th re-inspection</u>	\$250	
<u>5th + re-inspection</u>	\$350.00	
+ per trip after 5 th	\$50.00	
Fire suppression system for new business	\$150.00	
New business with fire protection system (covers initial pressure and final acceptance testing)	\$350.00	
New business with fire alarm testing	\$250.00	
Re-inspection fee (per trip)	\$100.00	
Existing business general recurring inspection	Free	
1st re-inspection — 15 days <u>& 2nd re-inspection</u>	Free	\$100.00
2nd & 3rd re-inspection — 45 & 60 days <u>3rd & 4th re-inspection</u>	\$100.00	\$200.00
Beyond 60 days/per trip every 15 days <u>5th + re-inspection</u>	\$150.00	\$350.00
+ Per violation (additional beyond 60 day fee) <u>trip</u>	\$50.00	
Existing business fire suppression system install or modifications		
Hood	\$75.00	
Sprinkler	\$150.00	
Existing business fire suppression system recurring inspection	Free	
1st re-inspection — 15 days	Free	\$50.00
2nd & 3rd re-inspection — 30 & 45 days <u>+ re-inspection</u>	\$50.00	\$75.00/trip
4th re-inspection — 60 days	\$100.00	
Per trip after 4th	\$125.00	
Fire Alarm Testing	\$125	\$200.00/system
<u>Modification/Alteration</u>		\$100.00/system
<u>Re-inspection</u>		\$150.00/trip
Hydrant Testing		
Testing & Data for Private Water System	\$100.00	/hydrant
Testing & Data for Public Water Supply	\$75.00	/hydrant
<u>In-Home Daycare Inspection</u>	\$50.00	
<u>Foster Care Inspection</u>	\$50.00	
<u>Group Home Inspection</u>	\$100.00	
Permit Revision	10%	of permit cost
Flood Zone Certification Letter	\$50.00	
Cell Tower (new)	\$1,000.00	
Cell Tower (co-location: antennae)	\$1,000.00	
Cell Tower (modification after permitted)	\$250.00	/change
Building Plan Reviews (Commercial)		
Standard Plan Review (Building, Electrical, Mechanical, Plumbing)		
Construction value under \$30,000	\$85.00	
Construction value between \$30,000 - \$200,000	\$160.00	
Construction value between \$200,001 - \$370,000	\$330.00	
Construction value \$371,000 and greater	\$500.00	

Non-standard Review ((Building, Electrical, Mechanical, Plumbing)

Item V - a.

Construction value under \$30,000	\$165.00
Construction value between \$30,000 - \$200,000	\$330.00
Construction value between \$200,001 - \$370,000	\$660.00
Construction value \$371,000 and greater	\$990.00

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

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

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

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SUBDIVISION FEES

Item V - a.

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

SUBDIVISION RECREATION DEDICATION/FEES FORMULA

Item V - a.

Land Area Required

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

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

Payment in Lieu of Dedication

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

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

Notes:

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

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PLANNING AND DEVELOPMENT FEES

Item V - a.

Land Use Plan Amendments	\$400.00
Street Abandonment Request	\$300.00
Street Name Change	\$100.00
Request for UDO/Ordinance Change	\$400.00
Re-zoning Application Fee	\$400.00
Appeal of Code Enforcement Interpretation	\$400.00
Voluntary Annexation	\$350 Waiver Only By BOC (See Incentive Policy)
Special Use Permit Application Fee	\$400.00
Analysis Special Use Yearly Inspection	No Charge
Variance Application Fee	\$400.00
Subdivision Variance Fee	\$400.00
Site Plan Review	\$300.00/acre or portion thereof
Each review after 2 nd	\$600.00/acre or portion thereof
Revision of Approved Site Plan	\$150.00
Existing site plan review	Engineer's charge for services rendered
Traffic Impact Analysis Review Fee	Based on Hourly Contracted Engineering Rate
Historic District COA Application Fee	\$200.00
Historic District Minor Work Application Fee	\$50.00
COA Extension or Amendment Request	\$ 50.00
After the Fact Penalty (Historic District)	\$500.00 Major \$100.00 Minor \$2,000 Demolition
Driveway Permit	\$ 55.00
Right-of-Way Excavation and Encroachment (Civil penalties apply for failure to obtain permit - Reference Town Code 93.028)	\$ 50.00

Remedy of Nuisance Violation
(offenses within one calendar year)

1st offense: \$150.00 or actual cost incurred by Town,
whichever is greater plus \$25.00 administrative fee

Item V - a.

2nd offense: \$225.00 or actual cost incurred by Town,
whichever is greater plus \$25.00 administrative fee

3rd offense: \$350.00 or actual cost incurred by Town,
whichever is greater plus \$25.00 administrative fee

Temporary Family Health Care Structure \$100.00
Temporary Family Health Care Structure Annual Renewal Fee \$ 50.00
(Ref Ordinance 2021-O3 5/24/2021)

Small Wireless Facilities (per location, up to 5) \$100.00
Small Wireless Facilities (each location after 5) \$150.00
(Ref Ordinance 2021-O3 5/24/2021)

SOLID WASTE COLLECTION

Residential \$21.93 ~~\$21.93~~ \$24.08/month
Commercial \$36.62 ~~\$36.62~~ \$40.21/month

Note: Commercial establishments may request property review to determine whether they qualify of waste and recycling carts – Residential and Commercial (if qualify) may receive up to 3 carts each, but carts may not be switched out. The fee provides 1 waste cart and 1 recycling cart. The solid waste contract does not provide for citizen/business to get 2 recycling carts in lieu of 1 waste and 1 recycling cart. The fee for additional carts is \$21.93 ~~\$21.93~~ \$24.08 for Residential and \$36.62 ~~\$36.62~~ \$40.21 for Commercial.

STORMWATER UTILITY FEE

Residential Tier
\$5.00 flat fee/month/residence

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

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

Note: Residential and Commercial parcels that implement methods to reduce impacts of runoff shall be eligible for an additional one month’s credit (See Credit Manual for Stormwater Fees for detail). An application must be filed with the Town Manager consistent with credit manual adopted by the Board of Commissioners.

BEER & WINE LICENSE TAX SCHEDULE

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

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

MISCELLANEOUS FEES

Item V - a.

Request Copies of Public Documents	8x11 \$0.25 per page 8x14 \$0.35 per page 11x17 \$0.50 per page Color copies \$1.00/page (any size)
Town Documents on Thumbdrive	\$10.00 per Thumbdrive
Request Copies of Various Town Meetings	\$10.00 per Thumbdrive
Fax Services	\$1.00/sheet local \$1.50/sheet long distance
Express Research Service (under 24 hours)	\$10.00/hr
Certificate of Convenience Application (Taxi Cabs & Mobile Ice Cream Vendors)	\$100.00
Food Trucks	\$500 annually \$100 daily \$50 Zoning
Return Check Fee	\$30.00
Credit Card Convenience Fee	2.5% of actual charge
Duplicate copy of Privilege License (beer/wine)	\$5.00
Fingerprinting	\$10.00
Police Reports	\$5.00
Golf Cart Registration Application	\$25.00
Re-inspections for initially failed golf cart inspections	\$10.00
Replacement of lost registration stickers for golf carts	\$5.00
Special Detail/Extra-duty Police or Fire services	\$35.00/hr
EV Charging	\$.20 per kwh Once fully charged, if left past 3 hours \$5.00/hour

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MEETING ROOM RENTAL FEES

Item V - a.

	<u>Old Town Hall Assembly Room/502 Church St.</u>	<u>Town Hall Board Room/601 W. Corbett Ave.</u>
	<i>Resident/Non-Resident</i>	<i>Resident/Non-Resident</i>
Facility Use Fee	\$75/hour \$100/hour	\$100/hour \$125/hour
Kitchen/Multi-Use Space	\$25/hour \$50/hour	NA
Attendant Fee	\$15/hr.	\$15/hr.
Damage/Cleanup Deposit	\$100	\$250
<u>Refunds for Event Cancellations</u>		
Cancellation at least 14 days in advance		Full refund
Cancellation at least 48 hours in advance		Facilities Use fee, less 2 hours use fee
Cancellation less than 48 hours in advance		No refund

PARK FACILITIES FEES

Facility	In-Town Resident	Out-of-Town Resident
<u>Municipal Park</u>		
Municipal Park Tennis Courts	\$10/hour	\$15/hour
Municipal Park Basketball Courts	\$10/hour	\$15/hour
Municipal Park Large Picnic Shelter	\$15/hour	\$25/hour
Municipal Park Medium Picnic Shelter	\$10/hour	\$15/hour
Municipal Park Athletic Fields	\$20/hour	\$30/hour
<u>Riverview Park</u>		
Riverview Park Small Picnic Shelter	\$10/hr	\$15/hr
Riverview Park Large Covered Deck	\$25/hour	\$40/hour
<u>Downtown "Harry Pugliese" Pavilion</u>		
Downtown Park Bandstand/Pavilion (4 hour minimum required)	\$50/hour	\$75/hour
<u>Pirates Den Park</u>		
Pirates Den Park Large Picnic Shelter	\$15/hour	\$25/hour
<u>Pineland Park</u>		
Pineland Park Picnic Shelter	\$15/hour	\$25/hour
<u>Parks Open Space/Church Street Gazebo Usage Permit</u>		
	\$25	\$40
<u>Permit with Reservation</u>		
Any item being brought into the park (i.e: additional grill, tent, inflatable, DJ)	\$10	\$15
<u>Town Dock at Church Street</u>		
	\$2.00 per ft./per night	\$10 Power \$35/Pump out Special Event Permit \$100

Cancellations

- 48 hours or more before reservation: Full refund of reservation fee
- Less than 48 hours before reservation: Reservation fee refunded, minus a \$50 cancellation fee

Dog Park Registration

Residents - No Fee

Non-Resident 1st Dog \$15/year Additional Dog \$10 per additional dog

Fitness Membership Fees

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

Rentals Fees

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

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

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

Town of Swansboro

FY 26/27 Budget



Public Hearing
June 9, 2026

**Budget
Highlights
FY 26/27**

Board of Commissioners Goals and Objectives

- **Present a balanced Budget without the Appropriation of Fund Balance**
- **At a minimum the Tax Rate will remain unchanged at \$.35/\$100**
- **Provide a COLA/Merit for Staff**
- **Create one new staff member in both Police and Fire**
- **Support future capital expenditures by funding the Capital Reserve Fund**

Significant Influence on the overall budget.

- 2.35% COLA & 2.35% Merit (FICA & Retirement included)
- NC Orbit Retirement: Increase .75 basis points
- NCLM Property & Casualty 10% rate increases predicted
- BCBS Group Health Insurance 4% increase
- Public Safety New Personnel-\$147,559
- Capital Outlay-\$166,000
- Capital Equipment-\$64,800
- Capital Improvement Plan-Set aside for capital-\$160,996
- Capital Projects-\$9,729,164

Budget
Highlights
FY 26/27

New Personnel, Capital Outlay, Capital Improvement Plan

FUNDED

New personnel requests that were funded: \$147,559

- Firefighter II (1): \$72,774
- Police Officer (1):\$74,785

Budget
Highlights
FY 26/27

Capital Outlay Funded

All Capital Outlay purchases-financed 100% with loan proceeds-\$166,000

- 2-Police Patrol Vehicles
- 1-Public Services Director Vehicle

All Capital Outlay purchases-funded with grant funding or general funds-\$64,800

- Police-Fingerprinting Live Scan-Police-\$8,800
- Police-Phase II handheld radio replacement-\$36,000
- Downtown Facilities-Christmas Tree at the Pavillion-\$20,000

Budget
Highlights
FY 26/27

Capital Improvement Plan funded and transferred to the Capital Reserve Fund-\$160,996

- Public Services-\$24,494
- Fire-\$93,750
- Planning-\$25,000
- Police-\$17,750

Capital Projects Funded

Parks & Recreation Tot Lot-Projects seeds a State PARTF grant in the amount of \$60,000 for the new playground equipment.

Emergency Operations Center/PSB-State Capital and Infrastructure Fund (SCIF)-Total project budget is \$9,000,000,

Budget
Highlights
FY 26/27

Emmerton School Repairs-NC Department of Natural & Cultural Resources-Emergency Supplemental Historic Preservation Fund-\$499,000

Main Street Dock Replacement Project- North Carolina Division of Coastal Management-NC Beach Access Grant-\$127,623

New Personnel, Capital Outlay, Capital Improvement Plan

UNFUNDED

New personnel requests that were unfunded: \$287,998

Budget
Highlights
FY 26/27

- Recreation Coordinator: \$67,665
- Firefighter II (2): \$145,548
- Police Officer (1):\$74,785

Capital Outlay Unfunded-\$441,500

- Fire- \$333,000
Brush Truck, Boat, equipment for New Engine & Training
Prop, FD Boat Launch-50%
- Downtown Facilities-\$24,000
Floating Kayak Launch replacement & Fire Dept Boat
Launch- 50%
- Parks & Rec-\$42,000
Vehicle
- Emergency Management-\$42,500
Snow Removal Equipment/Message Boards

Budget
Highlights
FY 26/27

Capital Improvement set aside that were unfunded: \$118,506

- Fire: \$31,250
- Police-\$5,250
- Public Services-\$8,006
- Parks & Recreation: \$74,000

Budget
Highlights
FY 26/27

General Fund
 FY 26/27
 Revenues

Ad Valorem Tax	\$3,455,470
Ad Valorem Tax prior years	\$12,239
Penalties and Interest	\$3,500
Sales and Use Tax	\$1,600,000
Powell Bill Funds	\$126,626
County Funding (Fire)	\$302,865
County Funding (\$.03 Cent Property Tax)	\$206,923
Utility Franchise Taxes	\$235,000
Building Permit Fees	\$223,022
ABC Distribution	\$48,600
Beer & Wine Tax	\$14,000
Investment Earnings/GF	\$165,000
ONWASA Satellite Office Payment	\$35,000
Rental Fees/Leases	\$37,563
Festivals & Events	\$73,500
Loan Proceeds	\$166,000
Grants-Variou	\$60,000
Other Revenues	\$326,377
Total General Fund Revenues	\$7,091,685

General Fund
 FY 26/27
 Expenditures

Non-Departmental	\$562,466
Governing Body	\$33,236
Administrative Services	\$491,381
Finance	\$370,998
Legal	\$59,300
Public Buildings	\$322,837
Fire Department	\$1,849,890
Permitting	\$299,363
Planning	\$125,361
Police Department	\$1,637,667
Streets Municipal	\$420,643
Streets State Aid	\$126,677
Parks & Recreation	\$461,960
Downtown Facilities	\$139,966
Festivals & Events	\$169,440
Emergency Management	\$20,500
Total General Fund Expenditures	\$7,091,685

**TOWN OF SWANSBORO
 FY 2025-2026 BUDGET
 PROJECTED
 GENERAL FUND
 FUND BALANCE ANALYSIS**

	RESTRICTED	ASSIGNED- APPROPRIATED FOR THE NEXT YEAR	UNASSIGNED	TOTAL
FY 2019-2020	\$358,110	\$378,472	\$2,229,423	\$2,966,005
FY 2020-2021	\$551,332	\$249,260	\$2,432,008	\$3,232,600
FY 2021-2022	\$494,335	\$ -0-	\$2,976,642	\$3,470,977
FY 2022-2023	\$372,002	\$385,883	\$3,557,332	\$4,316,557
FY 2023-2024	\$486,698	\$723,569	\$3,852,321	\$5,062,588
FY 2024-2025	\$542,013	\$773,654	\$3,673,757	\$4,989,424
FY 2025-2026 PROJECTED	\$450,000	\$ -0-	\$4,335,878	\$4,785,878

Fund Balance Policy Adopted 1-14-2025

TAX PER CENT

.01 = \$100,160 (100% Collection)

.01 = \$98,728 (98.57% Collection)

- **Current Tax Rate = 35 cents/\$100**

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

- No change projected in proposed budget

Stormwater Enterprise Fund FY 26/27

Revenues \$157,574

Expenditures \$157,574

No rate change proposed in FY 26/27

Note:

The credit for one month if payments were made in advance of quarterly installments (i.e. lump sum for total annual fee during the first billing in July) for both commercial and residential parcels has been discontinued.

Solid Waste Enterprise Fund FY 26/27

Revenues \$527,650

Expenditures \$527,650

Proposed rate increases of 9.8% are necessary An increase in solid waste fees is necessary to address rising costs associated with cumulative Consumer Price Index (CPI) adjustments in prior years.

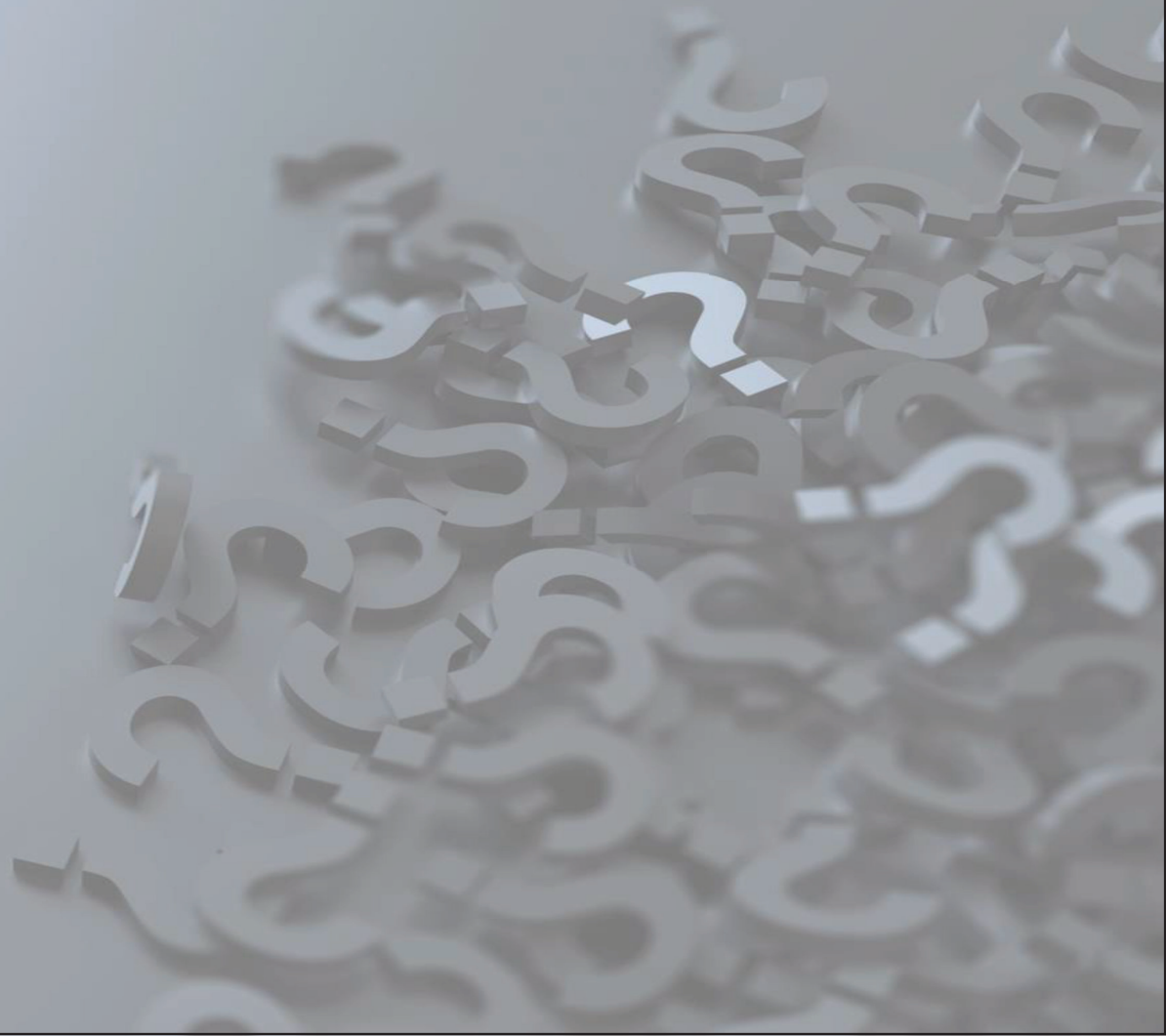
Current Rate: Residential \$21.93 Commercial \$36.62
Proposed Rate: Residential \$24.08 Commercial \$40.21

Last Increase was in FY 18/19

Current Debt Summary

Purpose	<u>Principal Balance</u>	<u>Annual Payment</u>	<u>Payoff Date</u>	<u>Interest Rate</u>	<u>Term</u>
Town Hall/Tanker	\$162,847	\$84,724	3/21/28	2.69	15
Fire Truck	\$46,544	\$47,512	11/01/26	2.08	10
Sleeping Qtrs.	\$25,000	\$26,823	12/14/26	2.43	10
Vehicles (Police & Fire Department) & Software	\$22,955	\$23,377	7/15/2026	1.84	5
Cab Tractor/Dump Truck	\$159,767	\$58,491	4/3/2029	4.82	5
Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles	\$474,425	\$131,934	12/31/2029	4.40	5
Police Vehicles (2)	\$104,000	\$23,539	5/31/2031	4.27	5
Total Debt	\$995,538	\$396,400			

Questions/comments





Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **June 9, 2026**

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

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.

June 23rd

- * Fire Service Study Update
- * Public Hearing
 - o UDO Text Amendments (2)
- * Monthly Finance Report

August Meeting Dates

11th & 25th

July 14th or 28th

- * Sidewalk Priorities Project Update (*tentative*)
- * Monthly Finance Report

Future Agenda Items

- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Community Presentations (*ongoing monthly*)
- * DOD Grant (*anticipated award date, August 12th*)
- * EMS Plan (*ongoing*)
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building
- * Senate Bill 382 Down Zoning review
- * Onslow County Fire Contract/Strategic Planning
- * Historic Preservation enforcement
- * Skatepark Update
- * Lease agreements for 502 W. Church Street (Emmerton School/Old Town Hall)
- * Sidewalk Priorities Project Update