

TOWN OF SWANSBORO

FY 23/24 BUDGET

PUBLIC HEARING
June 12, 2023

WHERE
Town Hall
601 W. Corbett Avenue Swansboro , NC 28584

WWW.SWANSBORO-NC.ORG

**BUDGET
MESSAGE**

**EXPENDITURES/
REVENUES**
Department Requests

**CAPITAL
IMPROVEMENT
PLAN**

FEE SCHEDULE

**SALARY
SCHEDULE**

**BUDGET
ORDINANCE**

TOWN OF SWANSBORO

PROPOSED ANNUAL BUDGET

FISCAL YEAR 2023-2024

To: Honorable Mayor John Davis and Board of Commissioners

From: Paula Webb, Town Manager and Sonia Johnson, Finance Director

CC: Alissa Fender, Town Clerk

Subject: Proposed FY 2023-24 Budget

The budget is the single most important document presented to the Mayor and Town Board. Generally described, a budget document outlines policy direction and serves as an understanding of the Town's fiscal year operating and capital programs. It reflects the Town's commitment to maintain necessary services along with striving to improve the quality-of-service activities while keeping the impact of taxes and fees to citizens and customers at an acceptable minimum level.

As the Town Manager and Budget Officer, preparing the tentative budget is a principal responsibility, but its preparation is accomplished with extensive input from the Finance Director and Department Directors. An extended thank you to those who have contributed to getting the Town to this stage in the budget process. Additionally, thank you in advance to all who will add efforts as we move to the finally adopted budget.

Departmental Budgets were submitted to the Finance Director and Town Manager on February 15, 2023. A budget work session was held with the Board of Commissioners on February 23, 2023 for the purpose of sharing proposed FY 23/24 staffing needs, capital improvement (CIP) requests, and additional American Rescue Plan Fund (ARP) requests. Thereafter, individual department consultations and a detailed review of budget expenditure requests and revenue projections were held with the Town Manager and Finance Director. A balanced FY 23/24 Budget was then shared with the Board at another work session on May 17, 2023, where further modifications were made.

In accordance with the North Carolina Local Budget and Fiscal Control Act, the Town of Swansboro's budget for the fiscal year beginning July 1, 2023 is presented herewith for your review and consideration. On the day that the budget is submitted to the Board of Commissioners, a copy of the same is to be filed in the office of the Town Clerk and on the Town's Website where it shall remain for public inspection until the Budget Ordinance is adopted. North Carolina General Statutes 159-13(a) directs that the Budget Ordinance and Tax Rate adoption take place by July 1, 2022.

A public hearing is scheduled for 5:30 p.m. on June 12, 2022 at Town Hall. North Carolina General Statute 159-12 requires this date be published and said hearing be held before the Board of Commissioners adopts a Budget Ordinance. In addition, NCGS 159-16 directs that *“in case where adoption of the Budget Ordinance is delayed until after July 1, the Governing Board shall make interim appropriations for the purpose of paying salaries, debt service payments, and the usual ordinary expenses of the local government or public authority for the interval between the beginning of the budget year and the adoption of the budget ordinance.”*

Overall, the proposed budget does not project significant general revenue fund source increases. Modest growth continues with an uptick in ad valorem and a projected increase in sales tax revenue.

Ongoing legal costs were present throughout FY 22/23; some of which we anticipate will be a continuing factor into FY 23/24.

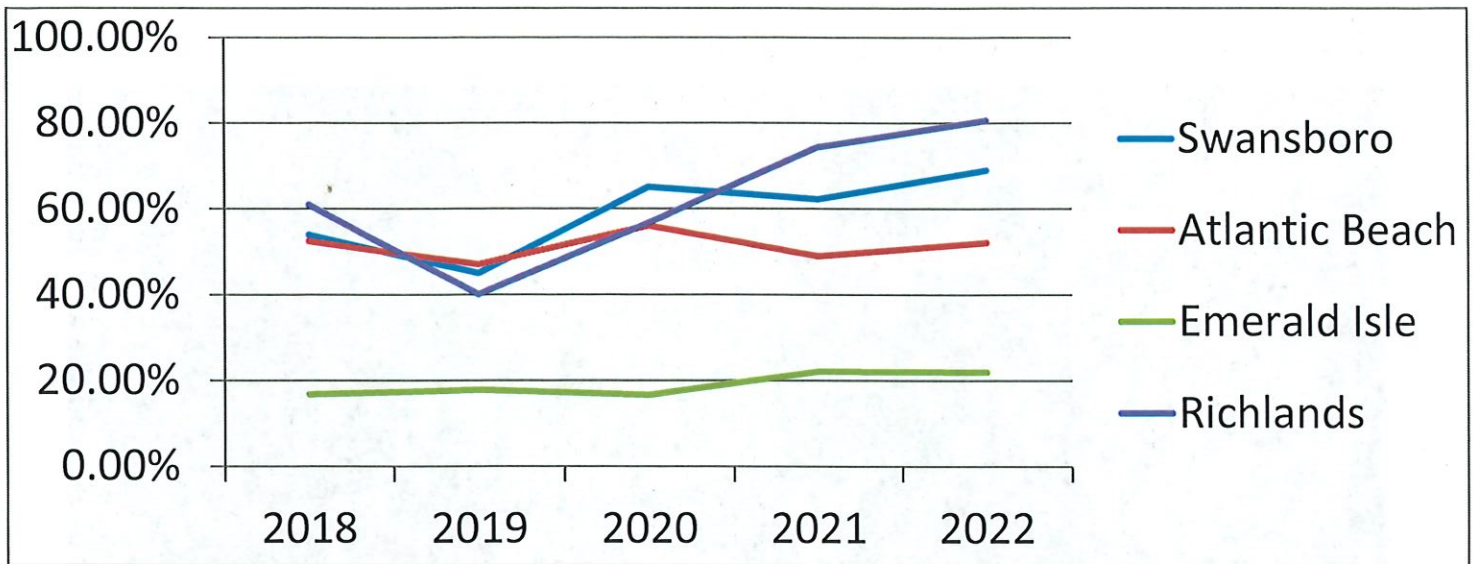
Fund Reserves:

The total General Fund balance on June 30, 2022 was \$3,470,977. As May 2023 concluded, \$128,259 will be utilized from the General Fund unrestricted reserves in its present FY 2022-23 budget. The proposed FY 2023-24 budget appropriates \$385,883 of its projected fiscal year surplus following discussions from the last workshop on May 17, 2023. The proposed budget maintains an unassigned fund balance of approximately 52% of expenditures.

General Fund Fund Balance Analysis – 5 Year Trend

Budget Year	Restricted	Assigned- Appropriated for Next Year	Unassigned	TOTAL
FY 18-19	\$427,877	\$123,471	\$2,144,927	\$2,696,275
FY 19-20	\$358,110	\$378,472	\$2,229,423	\$2,966,005
FY 20-21	\$551,332	\$370,563	\$2,310,705	\$3,232,600
FY 21-22	\$494,335	\$249,260	\$2,976,642	\$3,470,977
FY 22-23(Est)	\$450,000	\$0	\$2,609,678	\$3,426,642

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The above graph compares the Town's available Fund Balance percentage with other regional municipalities of comparable size.

Overall Budget Assessment:

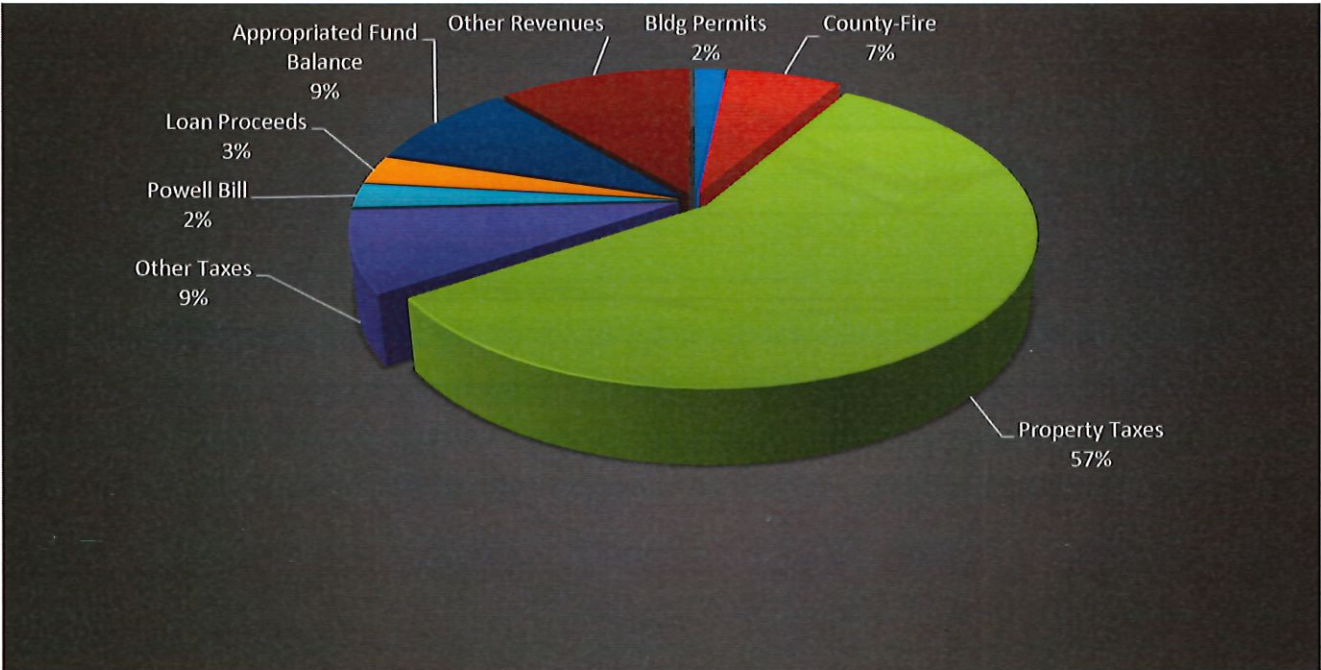
The proposed FY 2023-24 overall budget reflects an increase from the current FY 2022-23 budget of \$560,854. Per overall expenditures, it is noteworthy that the proposed budget continues to support additional personnel to provide continuous services to our citizens and includes set aside funds in the Capital Improvement Plan. It is also noted that, remaining American Rescue Plan Funds were allocated in the current FY 22/23 year, assisting with additional purchases that would have otherwise been included in the proposed budget and /or Capital Improvement Plan.

Recommended Budget:

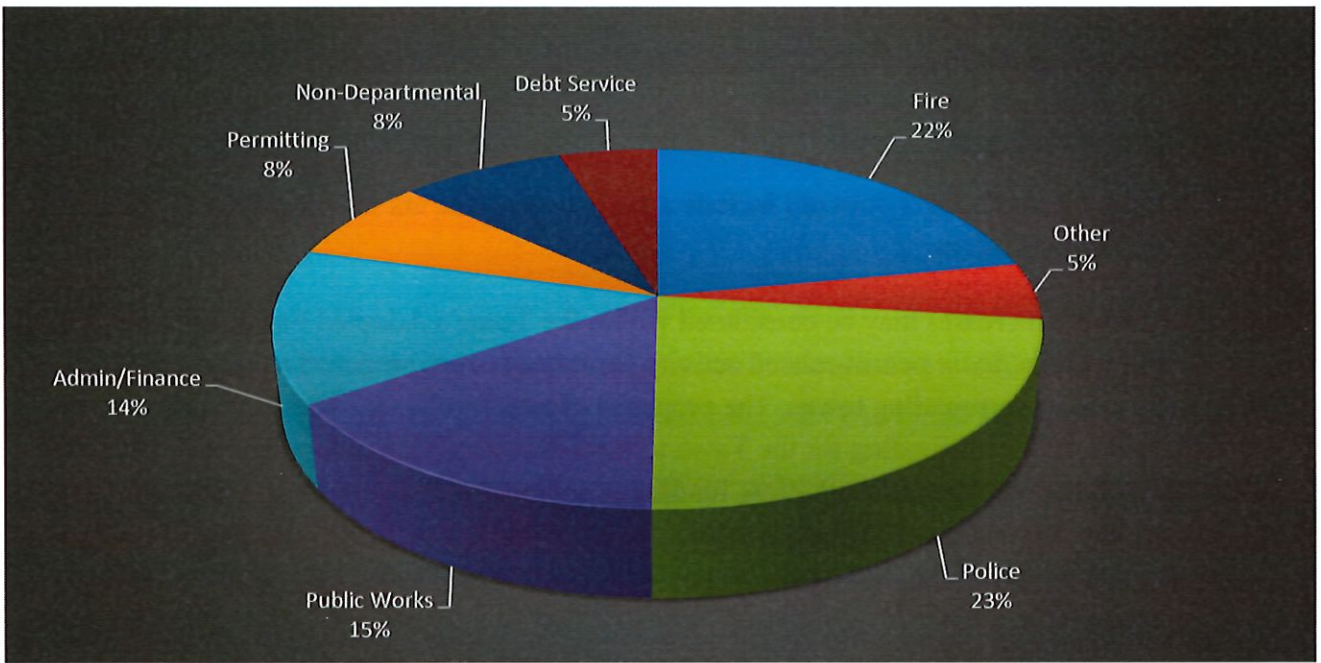
The proposed budget does not include a tax increase. The tax rate proposed remains at 35 cents per \$100/valuation.

Other fee increases may be considered within the Town's Adopted Fee Schedule. Currently, no *significant* permit-related activity fee increases are proposed as we remain competitive with surrounding towns. The proposed overall \$5,683,022 budget is balanced and does provide sufficient funding for the Town to meet debt-servicing obligations and continue essential service operations. In addition, funding is appropriated to support multi-year projects/activities that the BOC has directed.

Proposed Revenues 2023-24 (\$5,683,022)



Proposed Expenditures 2023-24 (\$5,683,022)



STORMWATER ENTERPRISE FUND

The Stormwater Management Ordinance/Utility was established as a fiscal accounting fund for the purpose of addressing stormwater management needs of the Town including to pay for all or part of the construction, reconstruction, repair, enlargement, improvement, acquisition, maintenance, operation, administration, and use of the stormwater utility within the jurisdiction.

No increase is recommended within the Stormwater Enterprise Fund for FY 23/24.

The Stormwater Ordinance can be viewed at <https://swansboro-nc.org/stormwater-enterprise-fund/>

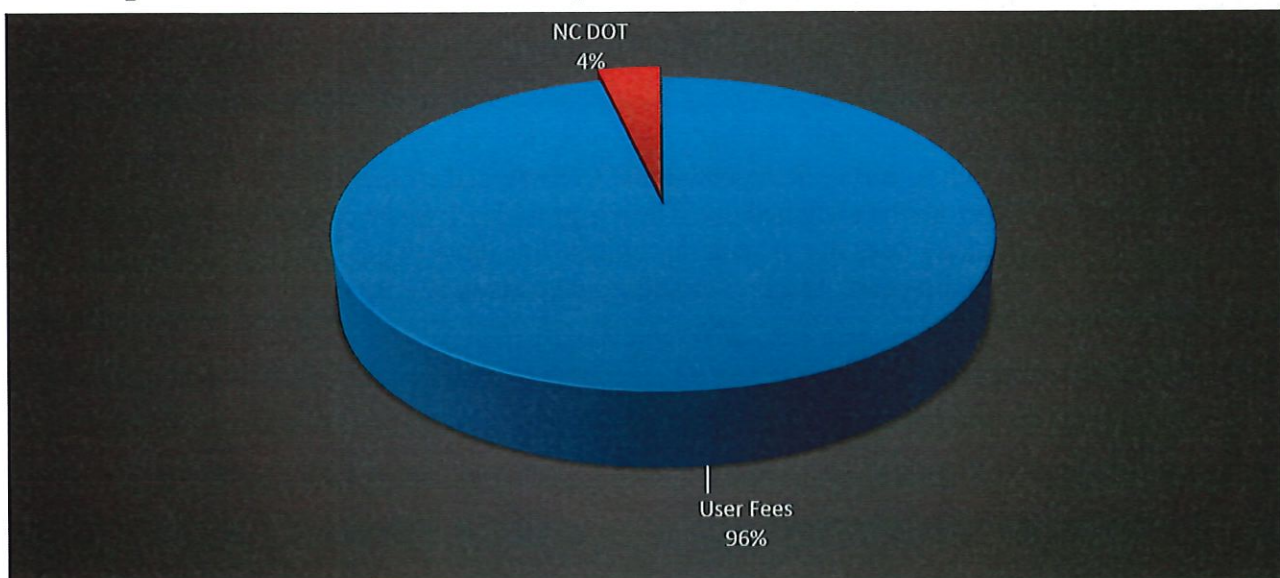
Residential Tier \$5.00 flat fee/month/residence

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

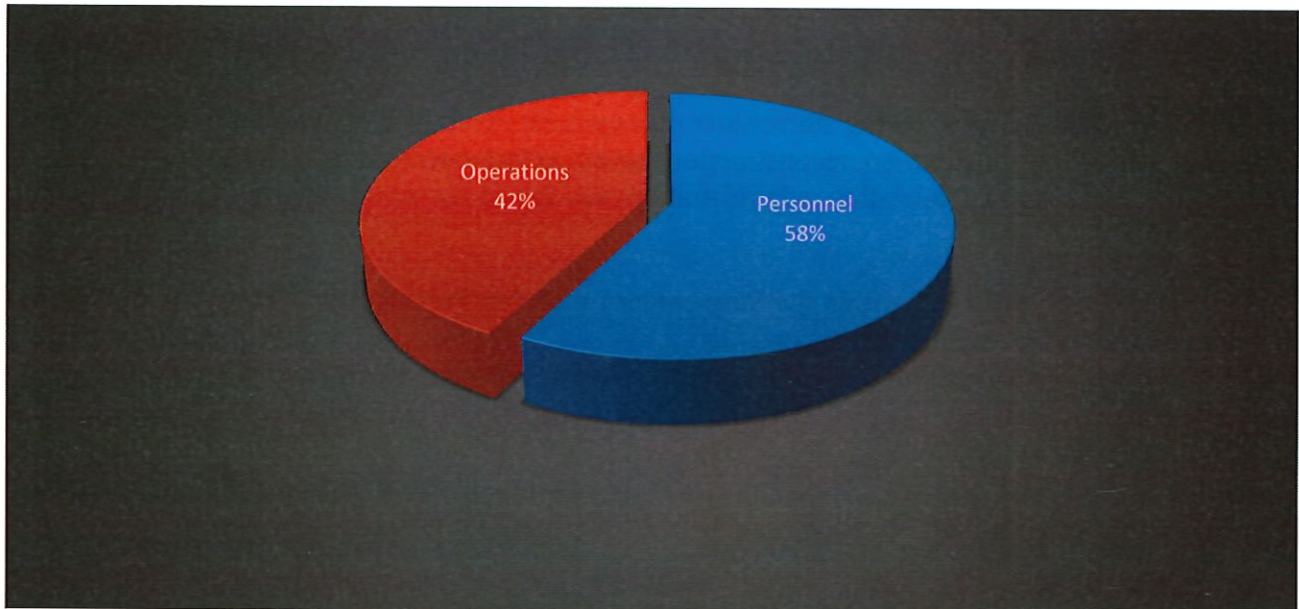
Example 10,000 SF of impervious surface = \$8.33/month

Note: A credit for one month shall be applied if payments are made by 9/30 (September 30) for both commercial and residential parcels. Residential and Commercial parcels that implement methods to reduce impacts of runoff shall be eligible for an additional one month's credit (See Credit Manual for Stormwater Fees for detail). An application must be filed with the Town Manager consistent with the credit manual adopted by the Board of Commissioners.

Proposed Revenues 2023-24 (\$133,513)



Proposed Expenditures 2023-24 (\$133,513)



SOLID WASTE ENTERPRISE FUND

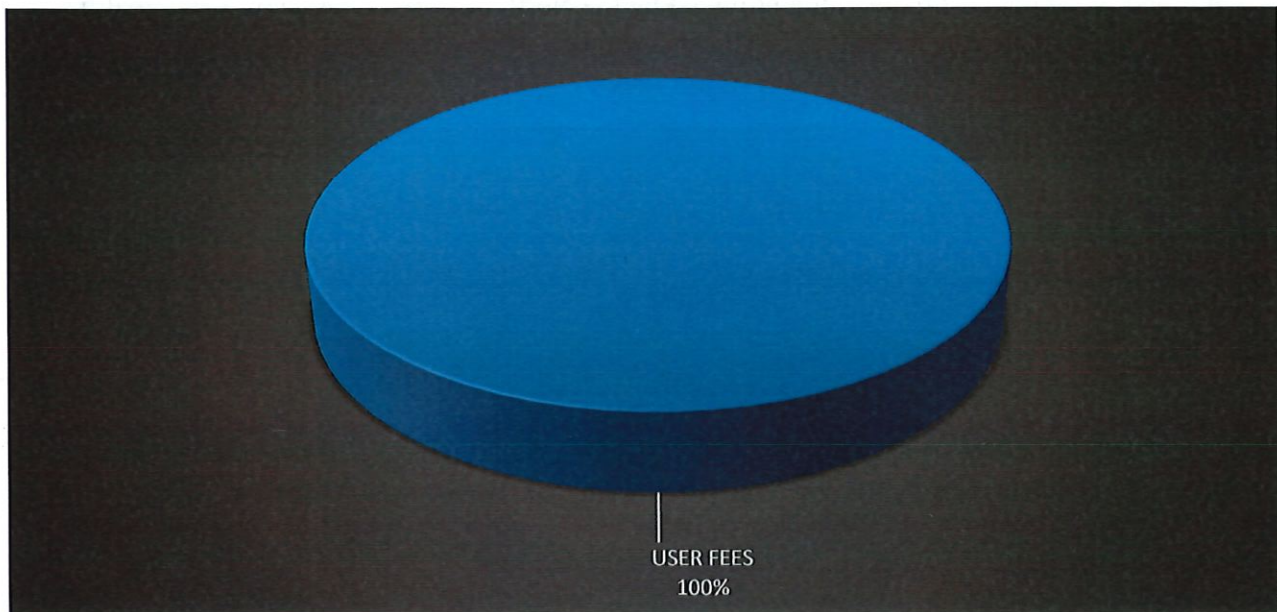
Per the Town's contract with GFL (solid waste carrier), a 6.9% CIP increase will be charged to the Town in FY 23/24. However, current expenditures/revenues did not justify passing that increase onto the customer at this time.

(Residential) \$21.93/month

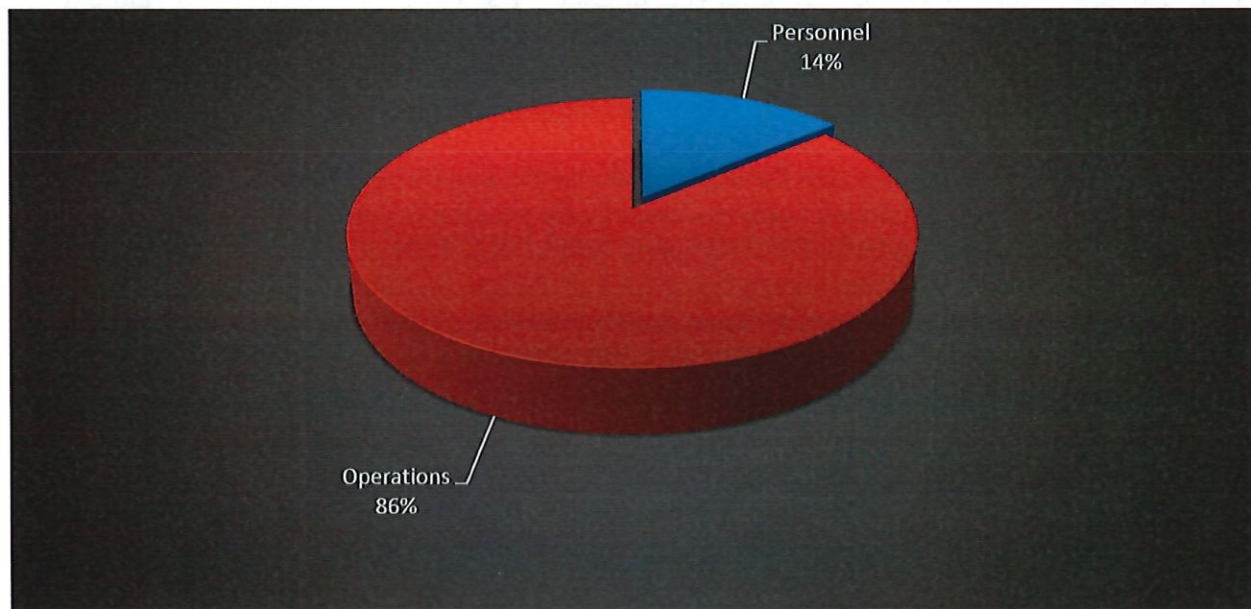
(Commercial) \$36.62/month

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

Proposed Revenues 2023-24 (\$463,922)



Proposed Expenditures 2023-24 (\$463,922)



General Fund Revenue Overview:

Revenues – General Fund revenues were conservatively based upon normal historic trends and the annual estimate guide provided by the North Carolina League of Municipalities (NCLM) Municipal/State Collected Revenue Estimates. Thereby, this proposed budget accordingly accounts for the following conservation best projections:

FY 22-23 Budget	FY 22-23 Projected	State Revenue	NCLM Forecast	FY 23-24 Budget
\$1,214,213	\$1,350,000	Sales Tax	6.3% Growth	\$1,350,000
\$230,000	\$230,000	Franchise Tax	1% Growth	\$230,000
\$111,526	\$110,084	Powell Bill	No percentage provided	\$110,084
\$1,555,739	\$1,690,084	Total		\$1,690,084

Swansboro's General Fund revenue budget totals \$5,683,022, of which State source allocations (*i.e., Powell Bill, sales tax, franchise tax, etc.*) comprise approximately 30% of said budget, with the largest single State source being Sales Tax; *a source affected by economic conditions and Onslow County's distribution in methodology.*

A new source of revenue accounted for is the Fire Protection Services Interlocal Agreement with Onslow County. An agreement was entered into on December 12, 2022 and allocates \$0.03 of its ad valorem tax rate for fire protection services to the Town effective in FY 22/23. The County agrees to pay \$0.03 it collects from properties within the Town incorporated borders for each fiscal year the agreement remains in effect. To break it down further; the formula used each fiscal year is $(.03 \div X) \times Y = Z$. X being the Ad Valorem Tax Rate adopted by the County for the fiscal year at issue. Y shall be the amount of ad valorem taxes collected by the County from properties located within the Town's incorporated boundaries between July 1st and June 30th for the fiscal year at issue. Z shall be the amount payable to the Town no later than July 30th of the following fiscal year.

The Agreement requires that the Town shall use the money paid by the County for fire-fighting purposes only, to include costs associated with personnel, equipment, facilities, and apparatus. Anticipated funds for FY 22/23 were projected at \$101,178.

Another main fund source of revenue generation is the property tax rate, which is assessed on a town wide valuation of \$709,164,308. *Based on a tax rate of .35 cents per \$100 valuation and applying a 99.42% collection rate, the General Fund should receive \$2,467,679 which represents 43% of the total General Fund revenues. Thereby, **one penny on the tax rate is equivalent to generating approximately \$70,505 of revenue.***

After State allocated and property tax generated revenues, the balance of General Fund revenues are derived from sources controlled locally, such as fee schedules, permits, reserve balances appropriated, contributions, etc.

Major Initiatives – General Fund:

Many major initiatives implemented in recent years continue moving forward: Parks and Recreation programs, Gateway Corridor Initiatives, Building Inspections, Organizational Structure Revisions, ARP Funding Allocations, Emmerton School Improvements, Dockwalk/Boardwalk Extension, Sidewalk Improvements, Coastal Resiliency Planning, Emergency Operations Center Planning, Visitor's Center Improvement Planning, and Stormwater Master Planning.

American Rescue Plan - The US Treasury awarded the Town of Swansboro \$1,065,724 of Coronavirus State and Local Fiscal Recovery Funds. The Town received the first allocation of \$532,862 in July 2021 with the remainder distributed to the Town within 12 months. Funding allocated in FY 21/22 was \$890,832 and in FY 22/23 \$165,125 leaving a balance of \$9,767 for future allocation prior to 2024.

Existing and Proposed Debt Service:

The proposed budget allocates funding for existing annual principal and interest payments for servicing debt obligations. The Board agreed to loan financing in the amount of \$96,000 for the replacement of Single Axle Dump Truck in FY 22/23. The proposed FY 23/24 Budget provides for loan financing of \$132,104 for a cab tractor. Both, a result of the Governing Body's desire to finance major capital improvements versus further deteriorating fund balance.

Item	Principal Balance	Interest Rate	End Date	(Existing) Annual Debt Service	(Propose) Annual Debt Service
Town Hall/Tanker	\$391,469	2.69	03/21/28	\$84,724	\$84,724
Public Safety Facility	\$80,000	2.58	12/22/24	\$50,320	\$50,320
Fire Truck	\$179,671	2.08	11/01/2026	\$47,512	\$47,512
Sleeping Quarters	\$100,000	2.43	12/14/2026	\$29,253	\$29,253
Grapple Truck/Town Hall Generator	\$138,943	1.72	6/25/2025	\$47,917	\$47,917
Vehicles (Police & Fire Department) & Software	\$89,360	1.84	7/15/2026	\$23,377	\$23,377
Single Axle Dump Truck	\$96,000	TBD	6/30/2023	\$TBD	\$TBD
Proposed: Cab Tractor	\$132,104	TBD	6/30/2024	\$TBD	\$TBD
Total Debt Service	\$1,207,547			\$TBD	\$TBD

Organizational:

The proposed budget provides additional personnel funded in Fire and the Church Street Dock/Visitor Center Departments. The Board of Commissioners approved the NCLM Salary Schedule to provide better pay and compression. Funding does remain for minimal part-time positions in Fire and Parks/Recreation and for inspections.

The Board of Commissioners approved use of the annual NCLM Salary Schedule to assure better pay comparisons for its employees. Salary adjustments for some employees, specifically Police and Fire, were given in May. Additionally, the Board reviewed results from the NCLM Pay Adjustment Survey helping frame the FY 23/24 Budget which includes a 4.4% COLA and up to 4% Merit based on performance evaluations.

BUDGETED STAFF BY DEPARTMENT

FY 22-23	FULL TIME EMPLOYEES	FY 23-24
4	Administrative Services	4
3	Finance	3
7	Public Works	8
5.25	Permitting	4.25
3	Parks and Recreation	3
14	Police	14
9.75	Fire	10.75
48	TOTAL	49

FY 22-23	PART-TIME EMPLOYEES	FY 23-24
*	Fire	*
+	Police	+
/	Parks and Recreation	/
^	Permitting	^
#	Church St. Dock/Visitor Center	#

*Number of PT cannot exceed funded appropriation of \$18,000

+ Reserve Officers (currently 4)

/ Number of PT cannot exceed funded appropriations of \$50,000

^ Number of PT Building Inspectors (currently 2) cannot exceed funded appropriations of \$44,998

Number of PT Dock Attendants cannot exceed funded appropriations of \$17,940

FY 22-23	VOLUNTEERS	FY 23-24
5	Fire	13

Closing:

Management and Staff desire to provide services at levels that our citizens/customers demand and deserve, while maintaining effective controls over the cost of those services. Through the policy setting actions of the Mayor and Board of Commissioners, we strive to accomplish these goals and objectives. The proposed budget is a financial plan that realistically defines the financial structure to meet the needs of the Town of Swansboro with no tax increase, addresses present services and future fund reserves.

While this budget is proposed by the Town Manager & Finance Director, it is not final until the Board of Commissioners takes action to adopt it. We recognize that the nation's overall economy is still in flux with many uncertainties and many of our citizens/customers are coping with higher consumer price increases. Management and Staff are committed to working diligently to provide the highest level of services to our citizens/customers during this uncertain economic period.

During the February 23rd and May 17th budget work sessions, the Mayor and Board of Commissioners reviewed these proposed budget recommendations and provided direction as to arrive at what it considers the proper expenditure of available revenues and setting of a tax rate which is best for our Town.

Respectfully Submitted,



Paula W. Webb
Town Manger



Sonia Johnson
Finance Director

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

EXPENDITURES							
5/8/2023							
	DEPARTMENT	FY 2019-20	FY 2020-21	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
#	Name	ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
411	GOVERNING BODY	28,474	13,403	29,901	26,822	46,493	43,476
412	ADMIN SERVICES	368,626	420,376	374,944	364,084	412,687	426,686
414	FINANCE	228,695	299,455	265,670	263,609	295,647	288,745
415	LEGAL	36,705	299,455	43,000	43,000	43,000	43,000
426	PUBLIC BUILDINGS	449,422	323,543	389,207	367,204	411,055	386,000
430	FIRE	649,863	802,961	1,061,128	962,585	1,147,895	1,237,165
435	PERMITTING	167,043	208,463	360,338	359,873	459,298	389,292
450	POLICE	967,910	955,745	1,103,482	953,129	1,208,239	1,208,251
451	STREETS-PUBLIC WORKS	161,585	297,382	375,285	353,427	550,061	434,170
452	STREETS-STATE AID	90,291	80,513	135,830	122,330	110,084	110,084
457	CHURCH STEET DOCK/VISITOR CENTER	-	-	9,454	9,454	19,426	176,127
613	PARKS & RECREATION	251,543	316,572	361,247	343,875	538,725	354,732
620	EMERGENCY MANAGEMENT	334,342	146,120	2,700	2,700	2,700	2,912
621	FESTIVALS & EVENTS	73,841	5,297	124,449	96,177	142,466	124,653
900	NON-DEPARTMENTAL	488,137	548,142	485,530	431,530	458,036	457,730
TOTAL GENERAL FUND EXPENDITURES		\$ 4,296,477	\$ 4,717,429	\$ 5,122,168	\$ 4,699,798	\$ 5,845,812	\$ 5,683,022
	EXCESS REVENUES OVER EXPENDITURES				\$ 437,896	\$ (503,998)	\$ 0.00
	ENTERPRISE FUNDS						
30	STORM WATER ENTERPRISE FUND				\$ 256,177	\$ 140,100	\$ 133,513
31	SOLID WASTE ENTERPRISE FUND				\$ 430,154	\$ 483,907	\$ 463,922
	TOTAL ENTERPRISE FUND EXPENDITURES				\$ 686,331	\$ 624,006	\$ 597,435
	EXCESS REVENUES OVER EXPENDITURES				\$ -	\$ -	\$ -
	TOTAL ANNUAL BUDGET				\$ 5,386,130	\$ 6,469,818	\$ 6,280,457

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

REVENUES							
		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
11-300-0100	TAXES-AD VALOREM - CURRENT F/Y	1,817,714	1,870,187	2,352,648	2,218,978	2,467,679	2,467,679
11-300-0110	TAXES-AD VALOREM - PRIOR YEARS	13,588	19,478	13,000	4,837	13,000	13,000
11-300-0120	TAXES-PENALTIES/INTEREST	6,754	5,688	5,000	3,172	5,000	5,000
11-310-0200	TAXES-SALES & USE TAX	1,147,380	1,298,345	1,214,213	1,350,000	1,350,000	1,350,000
11-310-0250	TAXES-OCCUPANCY	78,930	102,689	95,850	95,850	110,000	110,000
11-310-0260	TAXES-BEER & WINE	13,898	15,695	14,000	14,000	14,000	14,000
11-310-0270	TAXES-UTILITY FRANCHISE	230,090	235,150	230,000	234,520	230,000	230,000
11-310-0300	POLICE DONATIONS	1,505	1,000	1,500	4,180	1,500	1,500
11-320-0310	FIRE DONATIONS	225	50	300	100	300	300
11-320-0320	PARK DONATIONS	-	-	-	-	-	-
11-330-0400	SIDEWALK DEVELOPMENT FEE	2,270	12,550	-	-	-	-
11-330-0405	FEES/COURT FACILITIES	3,762	6,307	4,000	6,931	4,000	4,000
11-330-0410	TDA ADMINISTRATIVE FEE	6,470	9,185	9,410	9,410	9,410	9,410
11-330-0415	TOWN MARINA FEES	26,750	34,917	24,000	20,512	32,000	32,000
11-330-0430	FEES-BLDG PERMITS,INSPECTIONS, PLANNING & ZONING	293,725	160,646	175,000	95,937	175,000	75,000
11-330-0440	HOMEOWNER'S RECOVERY FEES	1,470	820	500	270	500	500
11-330-0460	LEASES (Spectrum;106 Church St; 502 Church St; Community Room)	45,379	66,853	73,510	73,510	73,510	73,510
11-340-0305	REC PROGRAM-INSTRUCTIONAL CONTRACTS	-	-	-	2,516	17,635	17,635
11-340-0306	CONCESSIONS	-	-	-	-	1,500	1,500
11-340-0500	RENTAL FEES-OTHER ROOMS	460	1,660	1,800	1,670	1,000	1,000
11-340-0501	RENTAL FEES - PARKS	2,130	6,180	3,300	3,821	5,500	5,500
11-340-0502	RENTAL FEES - RECREATION ROOMS	10,025	23,995	17,000	15,600	21,000	21,000
11-340-0503	REC PROGRAM/CONTRACT FEES	26,073	38,594	51,585	31,165	34,005	34,005
11-340-0504	RENTAL FEES-OLD TOWN HALL	-	150	500	-	500	-
11-340-0506	REC PROGRAM-DOG PARK AND GYM ANNUAL MEMBERSHIP	-	-	-	1,900	3,000	1,500
11-350-0525	SOLID WASTE DISPOSAL TAX	2,320	2,756	2,119	2,272	2,203	2,203
11-355-0550	REFUNDS-GAS TAX	10,216	10,426	12,100	12,100	14,600	14,600
11-360-0600	STATE RD - POWELL BILL	80,205	108,171	111,526	110,084	110,084	110,084
11-365-0700	COUNTY FUNDING/FIRE DEPT	170,995	174,087	177,037	177,037	183,133	183,133
	COUNTY FUNDING/3% FIRE TAX	-	-	-	-	105,002	105,002
11-365-0701	TAXES-ABC DISTRIBUTION	62,126	58,103	60,000	60,000	60,000	60,000
11-370-0800	INVESTMENT EARNINGS/GF	1,080	1,650	1,000	16,544	1,000	1,000
11-370-0801	EASEMENTS	-	-	-	10,000	-	-
11-370-0810	SALE OF FIXED ASSETS	1,306	14,277	-	-	-	-
11-370-0820	ONWASA-SATELLITE OFFICE PAYMENT	35,000	32,083	35,000	35,000	35,000	35,000
11-370-0830	MISCELLANEOUS INCOME	48,243	1,969	-	7,292	1,000	1,000
11-370-0843	PARADE	(25)	1,325	1,500	1,325	1,500	1,325
11-370-0845	FESTIVALS & EVENTS	7,355	75,520	46,600	51,444	45,000	45,000

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

11-370-0855	POLICE REIMBURSEMENT	2,467	2,350	-	304	-	-
11-370-0860	POLICE DRUG SUBSTANCE	-	-	-	190	-	-
11-370-0870	LOAN PROCEEDS/GENERAL FUND	110,701		123,000	96,000	132,104	125,938
11-370-0880	INSURANCE PROCEEDS	9,126		8,213	5,568	-	-
11-380-0900	POLICE GRANTS	-	3,169	-	2,500	-	-
11-380-0910	FIRE GRANTS	1,729		56,649	-	56,649	56,649
11-380-0920	GRANT - WELLNESS/WORKERS' COMP(NCLM)	-		5,000	-	5,000	5,000
11-380-0927	GRANT-SWANSBORO TDA-Festivals \$6500/VC 30000	-		6,500	6,500	6,500	36,500
11-380-0930	GRANTS-VARIOUS-Festivals 10500/VC 30000	329,368	171,375	13,000	318,656	13,000	40,500
11-390-0950	TRANSFER FROM OTHER FUNDS	-				-	-
11-390-0951	TRANSFER FROM CAPITAL RESERVE	123,634	60,000	36,000	36,000	-	6,166
11-390-0952	TRANSFER FROM PARK & REC RESERVE	-				-	-
11-399-0990	FUND BAL-POWELL BILL	-		24,304	-	-	-
11-399-0991	GF FUND BALANCE APPROPRIATED	-	-	115,505	-	-	385,883
	TOTAL GENERAL FUND REVENUES	\$ 4,724,444	\$ 4,627,401	\$ 5,122,168	\$ 5,137,695	\$ 5,341,813	5,683,022
	ENTERPRISE FUNDS						
	REVENUES						
	SOLID WASTE						
	USER FEES		\$ 455,102	\$ 446,121	\$ 430,154	\$ 483,907	\$ 463,922
	TRANSFER FROM GENERAL FUND		\$ 1,446	\$ -	\$ -	\$ -	\$ -
	APPROPRIATED FUND BALANCE			\$ -	\$ -	\$ -	\$ -
	TOTAL:SOLID WASTE		\$ 456,548	\$ 446,121	\$ 430,154	\$ 483,907	\$ 463,922
	STORMWATER						
	USER FEES		\$ 150,813	\$ 255,788	\$ 250,762	\$ 135,239	\$ 128,652
	NCDOT-MOWING CONTRACT/STREET MAINTENANCE		\$ 5,555	\$ 5,415	\$ 5,415	\$ 4,861	\$ 4,861
	GRANTS-VARIOUS		\$ 4,480				
	TRANSFER FROM GENERAL FUND		\$ 68,708			\$ -	\$ -
	APPROPRIATED FUND BALANCE		\$ -		\$ -	\$ -	\$ -
	TOTAL:STORMWATER		\$ 229,555	\$ 261,203	\$ 256,177	\$ 140,100	\$ 133,513
	TOTAL REVENUES FOR ENTERPRISE FUNDS		\$ 686,103	\$ 707,324	\$ 686,331	\$ 624,006	\$ 597,435
	TOTAL REVENUES		\$ 5,313,504	\$ 5,829,492	\$ 5,824,026	\$ 5,965,820	\$ 6,280,457

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

GOVERNING BODY							
		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23 PROJECTED APRIL 30, 2023	FY 2023-24	FY 2023-24
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED		DEPT. REQUEST	MGR. RECOMMENDATION
11-411-1700	SALARIES-ELECTED OFFICIALS	8,819	8,968	9,360	9,360	9,601	\$ 9,732
11-411-1810	FICA	674	686	716	716	734	\$ 744
11-411-1930	SERVICES-PROFESSIONAL	-	713	-	-	-	\$ -
11-411-2010	SUPPLIES - DEPARTMENT	2,206	195	1,500	1,500	1,500	\$ 2,000
11-411-3100	TRAVEL/CONFERENCE/TRAINING	1,961	52	6,425	2,500	8,210	\$ 4,000
11-411-3125	SUBSISTENCE	790	84	1,200	1,265	1,248	\$ 600
11-411-3910	ADS/NOTICES	606	556	500	522	500	\$ 500
	COMMUNITY RELATIONS	-	-	-	-	-	\$ 1,400
11-411-4140	EXPENSE-RECORDATIONS	78	51	200	959	700	\$ 500
11-411-6900	CONTRIBUTIONS-AGENCIES	8,100	2,100	10,000	10,000	16,000	\$ 16,000
11-411-6920	EXPENSE-ELECTION	5,241	-	-	-	8,000	\$ 8,000
DEPARTMENT TOTAL		\$ 28,474	\$ 13,403	\$ 29,901	\$ 26,822	\$ 46,493	\$ 43,476
Mayor							
5 Commissioners							

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

ADMINISTRATIVE SERVICES							
LINE ITEM	DESCRIPTION	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23 PROJECTED APRIL 30, 2023	FY 2023-24	FY 2023-24
		ACTUAL	ACTUAL	BUDGETED		DEPT. REQUEST	MGR. RECOMMENDATION
11-412-1210	SALARIES-FULL TIME	246,392	271,378	231,766	231,597	253,526	265,555
11-412-1220	SALARIES-OVERTIME	39	276	-	-	-	-
11-412-1230	SALARIES-PART TIME	422	491	-	-	-	-
11-412-1231	LONGEVITY	1,319	1,519	1,569	1,494	1,619	1,619
11-412-1232	CELL PHONE STIPEND	1,938	2,250	1,800	1,800	1,800	1,800
11-412-1234	AUTO ALLOWANCE	3,000	3,600	3,600	3,600	3,600	3,600
11-412-1235	LIVING EXPENSES	(220)	-	-	-	-	-
11-412-1810	FICA	18,464	20,599	18,263	17,521	19,932	20,852
11-412-1815	FEES-OTHER	1,410	2,500	-	-	-	-
11-412-1820	RETIREMENT	23,686	30,875	34,997	32,177	40,162	41,276
11-412-1830	INSURANCE - GROUP	27,230	37,953	33,506	25,441	36,765	35,704
11-412-1930	SERVICES-PROFESSIONAL	25,039	24,365	23,469	23,469	3,000	3,000
11-412-1940	SERVICES-PLANNING CONSULTANT	-	2,245	-	2,000	-	10,000
11-412-1950	SERVICES-SOFTWARE SUPPORT	-	-	-	-	4,800	4,800
11-412-1990	SERVICES-OTHER	2,644	5,122	8,100	8,100	14,195	9,525
11-412-2010	SUPPLIES-DEPARTMENT	1,062	832	1,500	1,500	2,500	1,500
11-412-3100	TRAVEL/CONFERENCE/TRAINING	5,522	1,890	7,175	4,976	19,884	16,655
11-412-3150	TRANSPORTATION EXPENSE	-	-	-	-		-
11-412-3125	SUBSISTENCE	392	465	700	700	940	900
11-412-3910	ADS/NOTICES	487	263	500	500	1,000	-
11-412-4910	DUES/PROF SUBSCRIPTIONS	9,801	8,355	7,700	7,700	8,665	9,400
11-412-5000	CAPITAL OUTLAY	-	5,399	-	-		
11-412-505001	NON-CAPITAL OUTLAY	-	-	-	1,209	-	
11-412-6000	BOARD EXPENSES	-	-	300	300	300	500
DEPARTMENT TOTAL		\$ 368,626	\$ 420,376	\$ 374,944	\$ 364,084	\$ 412,687	\$ 426,686
Town Manager-100%							
Town Clerk-100%							
Deputy Clerk-75%							
Admin Services Representative-75%							
Project Coordinator-50%							

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

FINANCE							
LINE ITEM	DESCRIPTION	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23 PROJECTED APRIL 30, 2023	FY 2023-24	FY 2023-24
		ACTUAL	ACTUAL	BUDGETED		DEPT. REQUEST	MGR. RECOMMENDATION
11-414-1210	SALARIES-FULL TIME	133,797	136,155	146,623	146,016	160,612	164,017
11-414-1220	SALARIES-OVERTIME	-	-			-	-
11-414-1231	LONGEVITY	675	675	825	750	800	800
11-414-1232	CELL PHONE STIPEND	600	600	600	600	600	600
11-414-1810	FICA	9,620	9,726	11,326	10,868	12,394	12,654
11-414-1815	FEES OTHER	4,780	8,624	4,560	4,560	4,500	4,500
11-414-1816	MERCHANT FEES	(3,128)	(5,319)	-		-	-
11-414-1820	RETIREMENT	12,840	15,073	22,140	19,453	24,505	26,206
11-414-1830	INSURANCE-GROUP	12,930	12,223	17,070	17,737	27,426	18,158
11-414-1910	SERVICES-AUDITOR	14,800	11,800	12,500	12,500	16,500	13,500
11-414-1930	SERVICES -PROFESSIONAL	6,153	5,986	6,840	6,840	4,500	4,500
11-414-1950	SERVICES-SOFTWARE SUPPORT	6,680	6,715	7,875	4,500	-	-
11-414-1990	SERVICES - OTHER	2,939	3,500	-	-	0	-
11-414-2010	SUPPLIES-DEPARTMENT	1,262	1,369	1,500	1,500	2,500	2,500
11-414-2600	SUPPLIES-OFFICE	2,882	2,691	4,500	4,500	4,500	4,500
11-414-3100	TRAVEL/CONFERENCE/TRAINING	515	4,967	2,000	2,000	4,500	4,500
11-414-3150	TRANSPORTATION EXPENSE	-	53	-	-	-	-
11-414-4540	INSURANCE-PROPERTY & LIABILIT	-	175	-	-	-	-
11-414-4910	DUES/PROF SUBSCRIPTIONS	260	320	310	310	310	310
11-414-5000	CAPITAL OUTLAY	-	-	-	-	-	-
11-414-5001	NON-CAPITALIZED OUTLAY	-	-		-	-	-
11-414-6910	EXPENSE-TAX COLLECTION	21,090	22,123	27,000	31,475	32,000	32,000
11-414-9950	TRANSFER-CAPITAL RESERVE FUN	-	62,000	-	-	-	-
DEPARTMENT TOTAL		\$ 228,695	\$ 299,455	\$ 265,670	\$ 263,609	\$ 295,647	\$ 288,745
Finance Director							
Finance Technician							
Finance Clerk							

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

LEGAL							
LINE ITEM	DESCRIPTION	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23 PROJECTED APRIL 30, 2023	FY 2023-24	FY 2023-24
		ACTUAL	ACTUAL	BUDGETED		DEPT. REQUEST	MGR. RECOMMENDATION
11-415-1920	Services-Legal General	29,360	24,750	30,000	30,000	30,000	30,000
11-415-1924	Services-Legal Special Meetings	1,253	-	1,000	1,000	1,000	1,000
11-415-1926	Services-Legal-Loans/Grants/Property	1,685	993	2,000	2,000	2,000	2,000
11-415-1927	Services-Legal Litigation	4,408	6,923	10,000	10,000	10,000	10,000
11-415-6930	Contingency	-	-	-	-		
DEPARTMENT TOTAL		\$ 36,705	\$ 32,666	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000

TOWN OF SWANSBORO EXPENDITURES FY 2023-2024							
PUBLIC BUILDINGS							
LINE ITEM	DESCRIPTION	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
		ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
11-426-1210	SALARIES-FULL TIME	41,653	44,343	67,839	66,524	72,828	\$ 74,464
11-426-1220	SALARIES-OVERTIME	-	-		24	-	\$ -
11-426-1231	LONGEVITY	450	475	288	313	300	\$ 313
11-426-1232	CELL PHONE STIPEND	300	300	600	600	600	\$ 600
11-426-1810	FICA	3,253	3,450	5,258	5,161	5,640	\$ 5,766
11-426-1820	RETIREMENT	3,552	4,299	10,244	8,168	11,627	\$ 11,889
11-426-1830	INSURANCE-GROUP	101	123	14,485	9,630	13,780	\$ 13,378
11-426-1930	SERVICES-PROFESSIONAL	5,700	2,750	37,180	37,180	43,800	\$ 44,375
11-426-1990	SERVICES-OTHER	-	-	-	-	-	\$ -
11-426-2010	SUPPLIES-DEPARTMENT	1,576	1,474	2,800	3,236	3,000	\$ 1,600
11-426-2120	UNIFORMS	226	614	600	600	6,000	\$ 1,100
11-426-2130	JANITORIAL SUPPLIES	4,856	1,864	8,000	8,000	10,000	\$ 6,000
11-426-2500	SUPPLIES-GAS/OIL	1,774	2,105	3,500	3,767	4,000	\$ 3,500
11-426-3100	TRAVEL/CONFERENCE/TRAINING	275	-	-	-	1,000	\$ 1,000
11-426-3310	UTILITIES	56,517	50,614	58,000	58,000	58,000	\$ 58,000
11-426-3315	SPECTRUM	-	385	-	2,357	1,164	\$ 1,200
11-426-3520	R/M EQUIPMENT	4,527	954	3,300	2,274	3,000	\$ 1,500
11-426-3530	R/M VEHICLES	1,267	1,466	3,800	2,543	3,500	\$ 2,000
11-426-3540	R/M-BUILDING/GROUNDS	8,833	24,285	5,000	2,526	5,000	\$ 2,000
11-426-3542	R/M-TOWN HALL	5,089	1,670	3,000	2,696	3,500	\$ 12,000
11-426-3543	R/M-VISITOR CENTER	595	1,413	5,000	1,955	5,000	\$ -
11-426-3544	R/M-CIGAR SHOP	4,818	-	3,000	1,263	1,000	\$ 500
11-426-3545	R/M-OLD TOWN HALL	871	402	3,000	4,732	4,000	\$ 4,000
11-426-3546	R/M-PSB	2,277	16,115	5,000	4,325	5,000	\$ 2,000
11-426-3547	R/M-PUBLIC WORKS OFFICE	743	2,276	3,000	2,987	3,000	\$ 2,000
11-426-3548	R/M-PARKS & RECREATION	5,770	1,238	5,000	4,353	5,000	\$ 3,000
11-426-5000	CAPITAL OUTLAY	163,335	11,232	7,500	-	7,500	\$ -
11-426-5001	NON-CAPITALIZED OUTLAY	-	3,052	1,500	1,674	1,500	\$ 1,500
11-426-7900	LOAN REPAYMENT - LAND/BLDGS	131,063	146,645	132,315	132,315	132,315	\$ 132,315
DEPARTMENT TOTAL		\$ 449,422	\$ 323,543	\$ 389,207	\$ 367,204	\$ 411,055	\$ 386,000
Public Works Director-25%							
Maintenance Tech-100%							
Maintenance Tech-50%							
Loan Repayment							
Town Hall Annex-\$72,862.57							
Public Safety Building-\$44,128							
Town Hall Generator-\$15,324							

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

FIRE							
		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
11-430-1210	SALARIES-FULL TIME	157,091	203,359	460,840	444,989	469,336	548,980
11-430-1220	SALARIES-OVERTIME	7,106	8,866	11,000	13,744	11,000	53,382
11-430-1230	SALARIES-PART TIME	180,765	164,189	18,000	30,248	18,000	18,000
11-430-1231	LONGEVITY	5,069	4,113	2,319	2,319	2,863	4,013
11-430-1232	CELL PHONE STIPEND	-	-	600	450	600	600
11-430-1710	VOLUNTEERS/RETENTION	2,623	10,234	5,000	6,000	5,000	5,000
11-430-1810	FICA	26,334	29,730	38,079	38,078	38,770	48,193
11-430-1815	FEES OTHER	-	98	-	-	-	-
11-430-1820	RETIREMENT	15,559	21,836	70,781	53,258	76,587	103,152
11-430-1830	INSURANCE-GROUP	17,064	38,483	81,069	68,458	83,637	94,989
11-430-1930	SERVICES-PROFESSIONAL	-	1,500	-	-	-	-
11-430-1950	SERVIVCES-SOFTWARE SUPPORT	2,604	2,604	3,150	3,215	4,000	3,500
11-430-1990	SERVICES-OTHER	830	1,071	1,000	1,194	1,000	-
11-430-2010	SUPPLIES-DEPARTMENT	1,947	2,419	7,000	3,289	7,000	3,500
11-430-2014	EMS-SUPPLIES	3,881	1,617	4,000	4,000	4,000	4,000
11-430-2015	FIRE PREVENTION	962	1,690	2,000	2,000	2,000	2,000
11-430-2030	PUBLIC RELATIONS	-	-	-	235	200	200
11-430-2120	UNIFORMS	2,516	2,820	4,000	4,000	5,000	2,500
11-430-2350	MEDICAL EXAMS	1,400	1,000	2,000	2,000	2,200	-
11-430-2500	SUPPLIES-GAS/OIL	7,444	7,348	15,000	18,451	18,000	15,000
11-430-3100	TRAVEL/CONF/TRAINING	1,140	10	2,000	2,000	2,000	2,000
11-430-3125	SUBSISTENCE	1,326	-	500	700	700	500
11-430-3210	TELEPHONE	4,518	2,845	2,900	2,783	3,000	3,000
11-430-3315	TIME WARNER	-	-	90	128	90	246
11-430-3520	R/M EQUIPMENT	11,278	5,480	11,000	5,329	15,000	11,000
11-430-3530	R/M VEHICLES	5,942	14,183	20,000	17,066	20,000	20,000
11-430-3540	R/M BUILDINGS	161	-	-	-	1,500	1,500
11-430-4910	DUES/PROF SUBSCRIPTIONS	1,677	2,374	4,500	4,500	5,000	4,500
11-430-5000	CAPITAL OUTLAY	-	62,333	-	-	64,000	-
11-430-5001	NON-CAPITALIZED OUTLAY	26,394	49,134	26,915	26,915	25,000	25,000
11-430-7900	LOAN REPAYMENTS	89,233	88,626	94,237	94,237	92,881	92,881
11-430-7922	GRANT - EQUIPMENT	-	-	60,149	-	60,149	60,149
	CAPITAL RESERVE	75,000	75,000	113,000	113,000	109,382	109,380
DEPARTMENT TOTAL		\$ 649,863	\$ 802,961	\$ 1,061,128	\$ 962,585	\$ 1,147,895	\$ 1,237,165
	Fire Chief-100%						
	Assistant Fire Chief-100%						
	1 Captain-75%						
	1 Captain-100%						
	Proposed-New Fire Captain						
	6 Engineers						
	CIP Set Aside						
	1705 Replacement-\$23,182						
	Ladder Truck 1717-\$75,500						
	Utility Truck 1709-to replace Brush Truck-5,000						
	Fire Chief Vehicle Replacement-5,700						
	Loan Repayment						
	Sleeping Quarters-\$27,430						
	Fire Truck-\$47,512.03						
	Ladder Truck-\$11,861.37						
	Fire Chief Vehicle 6078.03						

TOWN OF SWANSBORO EXPENDITURES FY 2023-2024							
PERMITTING							
LINE ITEM	DESCRIPTION	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23 PROJECTED APRIL 30, 2023	FY 2023-24	FY 2023-24
		ACTUAL	ACTUAL	BUDGETED		DEPT. REQUEST	MGR. RECOMMENDATION
11-435-1210	SALARIES-FULL TIME	119,055	148,560	248,467	238,894	289,163	236,176
11-435-1220	SALARIES-OVERTIME	13	-	-	-	-	-
11-435-1230	SALARIES-PART TIME	-	-		32,000	-	44,998
11-435-1231	LONGEVITY	663	831	1,213	831	981	981
11-435-1232	CELL PHONE STIPEND	788	1,050	1,650	1,020	1,950	1,200
11-435-1810	FICA	8,560	10,650	19,227	20,865	22,345	21,677
11-435-1815	FEES-OTHER	3	-	-	177	-	-
11-435-1820	RETIREMENT	11,549	16,913	37,518	26,869	37,796	37,708
11-435-1830	GROUP INSURANCE	19,068	27,044	43,833	32,616	57,158	38,067
11-435-1930	SERVICES-PROFESSIONAL	2,202	(528)		1,280	-	-
11-435-1940	SERVICES-PLANNING CONSULTANT	-	-	-	-	-	-
11-435-1990	SERVICES-OTHER	1,035	90	500	334	1,000	\$ 500
11-435-2010	SUPPLIES-DEPARTMENT	206	82	300	342	500	\$ 500
11-435-2120	UNIFORMS	225	327	500	-	500	\$ 500
11-435-2500	SUPPLIES-GAS/OIL	8	29	150	-		\$ 600
11-435-3100	TRAVEL/CONFERENCE/TRAINING	905	1,162	3,860	2,713	4,909	\$ 4,900
11-435-3150	TRANSPORTATION EXPENSE	338	-	-	-	100	\$ 100
11-435-3210	TELEPHONE	1,266	957	960	336	960	\$ -
11-435-3530	R/M-VEHICLES	-	-	400	-	-	\$ 250
11-435-4910	DUES/PROF SUBSCRIPTIONS	358	-	561	117	735	\$ 635
11-435-5000	CAPITAL OUTLAY	-	-	-	-	40,000	\$ -
11-435-5001	NON-CAPITAL OUTLAY	-	-	-	1,209	-	\$ -
11-435-6990	HOMEOWNERS RECOVERY FUND	801	1,296	1,200	270	1,200	\$ 500
DEPARTMENT TOTAL		\$ 167,043	\$ 208,463	\$ 360,338	\$ 359,873	\$ 459,298	\$ 389,292
Permit Clerk-100%							
Building Inspector/Code Enforcement Officer 100%							
Building Inspector-PT							
Deputy Clerk-25%							
Admin Services Representative-25%							
Town Planner-100%							
Fire Captain-25%							
Project Coordinator-50%							

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

POLICE							
		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
11-450-1210	SALARIES-FULL TIME	575,644	580,580	647,244	545,435	707,566	\$ 719,184
11-450-1220	SALARIES-OVERTIME	22,567	12,520	15,000	15,538	15,000	\$ 48,070
11-450-1230	SALARIES-PART TIME	-	-	1,200	1,200	1,200	\$ -
11-450-1231	LONGEVITY	3,700	3,175	4,200	2,600	3,650	\$ 3,725
11-450-1300	SEPARATION ALLOW (Parrish)	17,316	17,725	5,964	5,964	6,158	\$ 6,354
11-450-1810	FICA	45,640	45,399	52,143	43,661	56,118	\$ 59,466
11-450-1815	FEES-OTHER	-	-		-	-	\$ -
11-450-1820	RETIREMENT	84,951	91,177	119,122	99,320	134,498	145,870
11-450-1830	INSURANCE-GROUP	84,669	90,448	100,250	81,845	118,919	\$ 115,401
11-450-1930	SERVICES-PROFESSIONAL	-	-	-	45	6,000	\$ -
11-450-1950	SERVICES-SOFTWARE SUPPORT	4,092	4,092	3,400	3,399	3,400	\$ 3,400
11-450-1990	SERVICES-OTHER	768	1,026	3,510	3,778	3,112	\$ 2,612
11-450-2010	SUPPLIES-DEPARTMENT	2,812	2,674	6,000	6,214	10,000	\$ 6,000
11-450-2011	SHOP WITH THE COP	-	-	-	-	-	\$ -
11-450-2030	PUBLIC RELATIONS	-	-	-	1,807	1,000	\$ 1,000
11-450-2120	UNIFORMS	989	1,369	5,417	7,591	3,000	\$ 3,000
11-450-2350	MEDICAL EXAMS	-	1,000	3,000	1,952	1,545	\$ 1,545
11-450-2500	SUPPLIES-GAS/OIL	24,708	25,203	45,000	45,151	45,000	\$ 40,000
11-450-3100	TRAVEL/CONF/TRAINING	275	194	1,000	36	3,200	\$ 2,400
11-450-3125	SUBSISTENCE	-	-	-	-	500	\$ 500
11-450-3210	TELEPHONE	5,377	3,857	4,500	4,315	4,500	\$ 4,500
11-450-3520	R/M EQUIPMENT	1,217	1,958	2,000	568	4,000	\$ 2,000
11-450-3530	R/M VEHICLES	16,761	14,017	18,000	18,000	22,000	\$ 12,000
11-450-4910	DUES/PROF SUBSCRIPTIONS	-	40	100	68	175	\$ 175
11-450-5000	CAPITAL OUTLAY	59,095	19,505	43,588	43,588	-	\$ -
11-450-5001	NON-CAPITALIZED OUTLAY	2,312	24,770	3,600	1,810	37,490	\$ 18,840
11-450-7900	LOAN REPAYMENTS	15,017	15,017	4,044	4,044	4,208	\$ 4,208
11-450-7922	GRANT - EQUIPMENT	-	-	-	-	-	\$ -
	CAPITAL RESERVE	-	-	15,200	15,200	16,000	\$ 8,000
DEPARTMENT TOTAL		\$ 967,910	\$ 955,745	\$ 1,103,483	\$ 953,129	\$ 1,208,239	\$ 1,208,251
13 Officers							
2 Auxiliary Police Officers							
1 Admin Assistant							
Loan Repayment-Detective Vehicle							

TOWN OF SWANSBORO EXPENDITURES FY 2023-2024							
PUBLIC WORKS-STREETS							
		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
11-451-1210	SALARIES-FULL TIME	57,621	57,711	117,296	117,296	172,157	128,805
11-451-1220	SALARIES-OVERTIME	-	-	-	-	-	-
11-451-1231	LONGEVITY	375	231	500	550	575	425
11-451-1232	CELL PHONE STIPEND	438	450	1,050	1,050	988	988
11-451-1810	FICA	4,352	4,432	9,092	9,092	13,290	9,962
11-451-1815	FEES-OTHER	-	-		-	-	-
11-451-1820	RETIREMENT	5,696	6,043	17,712	17,712	19,922	20,548
11-451-1830	INSURANCE-GROUP	9,589	11,751	24,976	24,976	18,526	22,239
11-451-1990	SERVICES-OTHER	-	72	-	-	-	-
11-451-2010	SUPPLIES-DEPARTMENT	2,006	1,055	2,000	500	1,000	500
11-451-2120	UNIFORMS	334	307	600	600	1,000	1100
11-451-2500	SUPPLIES-GAS/OIL	3,812	2,981	4,000	3,151	4,000	3,400
11-451-3100	TRAVEL/CONFERENCE/TRAINING	108	-	-	-	1,000	500
11-451-3210	TELEPHONE	-	-	-	-	-	-
11-451-3311	STREET LIGHTS	44,703	46,866	48,000	48,000	48,000	52000
11-451-3520	R/M EQUIPMENT	2,115	1,125	2,300	2,000	2,000	1500
11-451-3530	R/M VEHICLES	1,905	3,310	3,800	3,500	3,500	2000
11-451-3540	R/M BUILDING/GROUNDS	66	-	-	-	-	-
11-451-3541	R/M STREETS	-	-	1,000	1,000	1,000	1000
11-451-3550	R/M TRAFFIC SIGNS	2,385	8,178	3,000	3,000	3,000	2100
11-451-4910	DUES/PROFESSIONAL SUBSCRIP	40	40	60	-	-	-
11-451-5000	CAPITAL OUTLAY	-	23,432	134,500	121,000	187,104	132,104
11-451-5001	NON-CAPITALIZED OUTLAY	5,461	-	5,400		5,000	5000
11-451-5002	SIDEWALKS CONSTRUCTION/MAINTENANCE	7,279	116,634	-		-	-
11-451-7900	LOAN REPAYMENTS	13,299	12,763	-		-	-
	CAPITAL RESERVE-SIDEWALKS	-	-	-		68,000	50,000
DEPARTMENT TOTAL		\$ 161,585	\$ 297,382	\$ 375,285	\$ 353,427	\$ 550,061	\$ 434,170
Public Works Director-50%							
Maintenance Tech-100% (2)							
Maintenance Tech-50%							

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

POWELL BILL-STREETS							
		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
11-452-1210	SALARIES-FULL TIME	3,391	3,529	3,117	3,117	3,211	3,384
11-452-1231	LONGEVITY	15	16	8	8	8	14
11-452-1232	CELL PHONE STIPEND	28	30	30	30	30	30
11-452-1810	FICA	261	273	241	241	248	262
11-452-1820	RETIREMENT	334	392	471	471	509	540
11-452-1830	INSURANCE-GROUP	381	406	420	420	19	20
11-452-1930	SERVICES-PROFESSIONAL	300	875	3,500	3,500	-	900
11-452-2010	SUPPLIES-DEPARTMENT	945	176	2,500	2,500	1,000	1,000
11-452-2500	SUPPLIES-GAS/OIL	2,181	1,750	3,500	3,500	3,500	1,000
11-452-3520	R/M EQUIPMENT	1,137	2,027	3,500	3,500	2,000	1,000
11-452-3530	R/M VEHICLES	576	1,747	3,500	3,500	2,000	1,000
11-452-3541	R/M STREETS	78,247	62,619	97,673	97,673	84,559	97,934
11-452-5000	CAPITAL OUTLAY	-	-	13,500	-	10,000	-
11-452-5001	NON-CAPITALIZED OUTLAY	-	4,715	3,870	3,870	3,000	3,000
11-452-5002	SIDEWALKS	-	-			-	-
11-452-7900	LOAN REPAYMENT	2,495	1,959	-		-	-
DEPARTMENT TOTAL		\$ 90,291	\$ 80,513	\$ 135,830	\$ 122,330	\$ 110,084	\$ 110,084
Public Works Director-5%							

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

CHURCH STREET DOCK/VISITOR CENTER							
LINE ITEM	DESCRIPTION	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23 PROJECTED APRIL 30, 2023	FY 2023-24	FY 2023-24
		ACTUAL	ACTUAL	BUDGETED		DEPT. REQUEST	MGR. RECOMMENDATION
11-454-1210	SALARIES-FULL TIME	-	-	-	-	-	46,309
11-454-1230	SALARIES-PART TIME-VISITOR CENTER	-	-	-	-	-	13,902
11-454-1231	LONGEVITY	-	-	-	-	-	150
11-454-1232	CELL PHONE STIPEND	-	-	-	-	-	600
11-454-1810	FICA	-	-	-	-	-	4,664
11-454-1820	RETIREMENT	-	-	-	-	-	7,363
11-454-1830	INSURANCE-GROUP	-	-	-	-	-	8,856
11-454-1930	SERVICES-PROFESSIONAL	-	-	-	-	-	-
11-454-1990	SERVICES-OTHER	-	-	-	-	-	-
11-454-1992	SERVICES-CONSTRUCTION-VISITOR CENTER	-	-	-	-	-	60,000
11-454-2010	SUPPLIES-DEPARTMENT-VISITOR CENTER	-	-	-	-	-	-
11-454-2130	JANITORIAL SUPPLIES-VISTIOR CENTER	-	-	-	-	-	1,000
11-454-2500	SUPPLIES-GAS/OIL-VISITOR CENTER	-	-	-	-	-	1,000
11-454-3310	UTILITIES-VISITOR CENTER	-	-	-	-	1,870	1,870
11-454-3315	SPECTRUM-VISITOR CENTER	-	-			1,164	1,164
11-454-3543	REPAIRS/MAINT-VISITOR CENTER	-	-	-	-	-	2,800
11-454-5001	NON-CAPITALIZED OUTLAY-VISITOR CENTER	-	-	-	-	-	-
11-454-1230	SALARIES-PART TIME	-	-	-	-	8,970	17,940
11-454-1231	LONGEVITY	-	-	-	-	200	200
11-454-1232	CELL PHONE STIPEND	-	-	-	-	-	-
11-454-1810	FICA	-	-	-	-	702	1,388
11-454-1815	FEES-OTHER	1,000	1,000	1,000	1,000	1,000	1,000
11-454-1930	SERVICES - PROFESSIONAL	-	-	-	-	-	-
11-454-2010	SUPPLIES - DEPARTMENT	532	318	300	300	380	300
11-454-3210	TELEPHONE	-	503	540	540	540	540
11-454-3311	WATER/SEWER	584	608	950	500	950	756
11-454-3312	ELECTRICITY	1,249	1,313	1,500	1,500	2,000	1,825
11-454-3315	SPECTRUM-CHURCH ST DOCK	1,166	1,286	1,300	1,300	1,300	1,300
11-454-3523	R/M-DOCKS	44	2,182	3,864	3,864	-	1,000
11-454-3551	SIGNS	-	-	-	-	350	200
11-454-5001	NON-CAPITALIZED OUTLAY	-	-	-	-	-	-
DEPARTMENT TOTAL		4,574	7,210	9,454	9,004	19,426	176,127
Proposed-Facility Supervisor-100%							

TOWN OF WAREHOUSES PARKS & RECREATION							
			EXPENDITURES FY 2023-2024				
		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
11-453-1210	SALARIES FULL TIME	116,925	128,150	137,864	137,864	194,974	150,146
11-453-1220	SALARIES OVERTIME	364	14	-	-	-	500
11-453-1230	SALARIES PART TIME	31,864	25,725	60,000	60,000	58,834	50,000
11-453-1231	LONGEVITY	1,425	1,450	1,875	2,175	2,300	2,150
11-453-1232	CELL PHONE STIPEND	850	1,200	1,200	1,200	1,200	1,200
11-453-1810	FICA	11,446	11,813	15,372	15,372	19,684	15,606
11-453-1815	FEES OTHER	2,282	1,707	3,420	3,420	3,000	1500
11-453-1816	MERCHANT FEES	(1,503)	(1,601)	3,600	3,600	6,000	-
11-453-1820	RETIREMENT	10,466	13,438	20,817	20,817	23,742	23,997
11-453-1830	INSURANCE-GROUP	7,103	8,699	8,674	8,674	9,488	9,223
11-453-1930	PROFESSIONAL SERVICES	3,930	746	2,750	3,492	3,750	3750
11-453-1950	SERVICES-SOFTWARE SUPPORT	-	3,900	3,400	3,400	3,400	3,400
11-453-1990	SERVICES-OTHER	7,228	52,285	500	178	500	-
11-453-2009	SUPPLIES-PROGRAMMING	7,597	2,809	4,500	3,000	6,685	2500
11-453-2010	SUPPLIES-DEPARTMENT	2,740	1,064	2,500	2,500	3,790	3630
11-453-2023	CLASS INSTRUCTORS	-	3,264	10,840	10,840	16,810	14935
11-453-2024	CONTRACT SERVICES	-	-	2,000	2,000	3,750	2150
11-453-2025	CAMP/PROGRAM ACTIVITIES	-	638	8,240	5,348	8,200	6000
11-453-2026	RENTALS	-	-	1,000	-	1,000	600
11-453-2027	GROCERIES/FOD CATERING	-	462	2,500	2,025	2,622	2000
11-453-2028	SPECIAL EVENTS	-	963	4,000	1,500	4,950	4000
11-453-2029	PUBLIC PERFORMANCES	-	-	2,000	-	2,200	1500
11-453-2120	UNIFORMS	966	995	500	-	1,300	850
11-453-2500	SUPPLIES-GAS/OIL	1,246	670	3,880	1,727	2,695	2500
11-453-3100	TRAVEL/CONFERENCE/TRAINING	2,263	823	2,800	2,646	3,954	3200
11-453-3150	TRANSPORTATION EXPENSE	625	769	1,266	431	715	500
11-453-3210	TELEPHONE	1,504	330	-	57	540	0
11-453-3315	TIME WARNER	-	880	1,380	1,320	1,320	1320
11-453-3520	R/M EQUIPMENT	2,192	7,505	1,300	1,355	1,300	1300
11-453-3521	R/M-SPLASH PAD	3,448	1,950	6,049	2,060	5,375	5375
11-453-3522	PLAYGROUND EQUIPMENT	-	-	5,000	3,927	6,500	4500
11-453-3523	R/M-DOCKS	-	-	3,600	4,464	4,000	4000
11-453-3530	R/M VEHICLES	546	112	1,000	1,000	4,690	4000
11-453-3540	R/M - GROUNDS	26,496	7,739	6,900	7,500	10,490	10300
11-453-3543	VISITOR'S CENTER	-	-	300	100	300	-
11-453-3551	SIGNS	-	-	-	225	250	250
11-453-3910	ADS/NOTICES	150	1,196	900	338	750	450
11-453-4910	DUES-SUBSCRIPTIONS	2,074	1,808	1,820	1,820	2,212	2000
11-453-5000	CAPITAL OUTLAY	-	-	5,000	5,000	20,000	-
11-453-5001	NON-CAPITALIZED OUTLAY	7,317	5,070	12,500	12,500	15,955	8900
	CAPITAL RESERVE	-	30,000	10,000	10,000	79,500	6,500
DEPARTMENT TOTAL		\$ 251,543	\$ 316,572	\$ 361,247	\$ 343,875	\$ 538,725	\$ 354,732
Parks & Recreation Director							
Maintenance Tech							
Program Supervisor							

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

EMERGENCY MANAGEMENT							
		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23 PROJECTED APRIL 30, 2023	FY 2023-24	FY 2023-24
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED		DEPT. REQUEST	MGR. RECOMMENDATION
11-456-1220	SALARIES -OVERTIME	15,709	1,119	-	-	-	-
11-456-1930	SERVICES-PROFESSIONAL	10,600	7,640	-		-	-
11-456-1990	SERVICES-OTHER	1,402	2,323	1,125	1,125	1,125	1,125
11-456-2010	SUPPLIES-DEPARTMENTAL	2,697	5,498	-		-	-
11-456-2500	SUPPLIES-GAS/OIL	967	-	-		-	-
11-456-3125	SUBSTISTENCE	-	-	-		-	-
11-456-3315	SPECTRUM	-	-	1,575	1,575	1,575	1,787
11-456-3210	TELEPHONE	-	-	-		-	-
11-456-3520	R/M-EQUIPMENT	112	-	-		-	-
11-456-3530	R/M-VEHICLES	1,099	-	-		-	-
11-456-3540	R/M-BUILDING/GROUNDS	124	-	-		-	-
11-456-3542	R/M-TOWN HALL	39,483	98	-		-	-
11-456-3543	R/M-VISITOR CENTER	90,360	-	-		-	-
11-456-3544	R/M-CIGAR SHOP	-	-	-		-	-
11-456-3545	R/M-OLD TOWN HALL	66,642	-	-		-	-
11-456-3546	R/M-PSB	273	-	-		-	-
11-456-3547	R/M-PUBLIC WORKS OFFICE	6,430	-	-		-	-
11-456-3549	R/M-PARKS & RECREATION	97,143	31,356	-		-	-
11-456-3700	TIPPING FEES-REFUSE	-	-	-		-	-
11-456-3710	TIPPING FEES-YARD WASTE	1,300	-	-		-	-
11-456-5001	NON-CAPITALIZED OUTLAY	-	98,087	-		-	-
DEPARTMENT TOTAL		334,341.76	146,119.69	2,700.00	2,700.00	2,700.00	2,912.04

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

FESTIVALS & EVENTS							
		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
11-455-1220	SALARIES-OVERTIME	2,019	-	18,500	17,500	17,380	17,380
11-455-1230	SALARIES-PARTIME	-	-	3,000	3,000	7,128	5,911
11-455-1810	FICA	733	-	1,645	1,568	1,875	1,712
11-455-1820	RETIREMENT-General -15.90%	-	-	1,574	1,574	689	826
11-455-1820	RETIREMENT-LEO-19.10%	-	-	2,116	2,116	2,490	2,324
11-455-2010	SUPPLIES-DEPARTMENT	-	460	1,490	1,600	1,050	1,600
11-455-2016	PARADE EXPENSES	-	-	1,500	1,608	1,500	1,700
11-455-2017	MULLET FESTIVAL EXPENSES	56,558	909	44,820	28,326	42,525	40,000
11-455-2018	JULY 4TH EXPENSES	9,149	500	25,595	16,206	30,500	30,000
11-455-2019	FLOTILLA EXPENSES	3,881	-	7,064	6,862	5,795	6,000
11-455-2022	ARTS BY THE SEA	-	-	7,080	7,080	7,750	6,500
11-455-2029	PUBLIC PERFORMANCE LICENSE	-	-	1,090	1,090	850	850
11-455-2500	SUPPLIES-GAS/OIL	-	-	800	800	600	200
11-455-3100	TRAVEL/CONFERENCE	-	-	1,040	-	1,960	-
11-455-3310	UTILITIES	1,083	834	1,000	415	1,000	850
11-455-3540	R/M-MAINTENANCE GROUNDS	-	-	200	53	200	100
11-455-3910	ADS & NOTICES	-	780	5,575	5,575	18,725	8,250
11-455-4910	DUES/SUBSCRIPTIONS	419	1,814	360	804	450	450
DEPARTMENT TOTAL		\$ 73,841	\$ 5,297	\$ 124,449	\$ 96,177	\$ 142,466	\$ 124,653

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

NON-DEPARTMENTAL							
		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
11-400-1815	FEES-OTHER	-	844	-	-	-	1,200
11-400-1850	EMPLOYEE RELATIONS	3,585	4,747	5,000	5,000	5,000	5,000
11-400-1950	SERVICES-SOFTWARE SUPPORT	-	-	104,750	55,000	38,392	38,392
11-400-1960	SERVICES-I.T MAINTENANCE	44,938	65,983	69,711	73,500	78,000	80,000
11-400-2010	SUPPLIES-DEPARTMENT	-	94	-	-	-	-
11-400-2500	SUPPLIES-FUEL	-	-	200	200	-	-
11-400-2850	UNEMPLOYMENT INSURANCE	341	2,729	4,500	1,833	3,000	3,000
11-400-2990	MEDCOST-(HRA)	1,549	4,568	8,984	1,300	10,188	9,532
11-400-3210	TELEPHONE (TOWN HALL)	2,809	2,659	9,500	9,500	10,500	10,000
11-400-3250	POSTAGE	2,166	1,487	4,800	4,800	4,800	4,800
11-400-3315	SPECTRUM	6,779	6,531	7,057	7,057	6,180	13,180
11-400-3520	R/M EQUIPMENT	1,243	1,243	2,000	2,000	2,000	2,000
11-400-3530	R/M VEHICLES	-	-	400	200		
11-400-3910	ADS/NOTICES	-	-	-	-	-	1,000.00
11-400-4540	INS-LIABILITY/PROPERTY	85,853	90,689	104,007	104,007	112,770	114,270
11-400-4560	INSURANCE-WORKMAN'S COMP	38,165	39,956	42,028	44,540	50,936	39,086
11-400-6000	TRANSFER TO OTHER FUNDS-STORMWATER FUND	-	-	-	-	-	-
11-400-7900	LEASE PYMT/ - COPIERS/LOAN REPAYMENT-SOFTWARE	11,162	13,245	28,365	28,365	29,570	29,570
11-400-9903	TRANSFER-WATERFRONT IMPLEM	-	-	-	-		
11-400-9905	TRANSFER-MUNICIPAL COMPLEX	50,000	-	-	-		
11-400-9930	TRANSFER-SWANSBORO TDA	66,818	80,430	92,000	92,000	106,700	106,700
11-400-9950	TRANSFER-CAPITAL RESERVE	8,927	205,425	-			
11-400-9951	TRANSFER-PARK CAP RESERVE	-	-	-			
11-9400-9952	TRANSFER TO OTHER FUNDS	163,802	27,511	2,228	2,228	-	-
DEPARTMENT TOTAL		\$ 488,137	\$ 548,142	\$ 485,530	\$ 431,530	\$ 458,036	\$ 457,730
	Advance Office-Copiers-Town Hall/Visitor Center						
	Software Debt Service						

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

	ENTERPRISE FUND-STORM WATER						
		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
30-820-1210	SALARIES-FULL TIME	41,298	45,046	48,435	48,435	54,422	54,422
30-820-1220	SALARIES-OVERTIME	-	-		56	-	-
30-820-1230	LONGEVITY	230	258	290	285	318	318
30-820-1232	CELL PHONE STIPEND	355	360	360	360	360	360
30-820-1810	FICA	3,144	3,386	3,755	3,759	4,215	4,215
30-820-1820	RETIREMENT	4,083	5,171	7,314	6,461	8,626	8,704
30-820-1830	INSURANCE-GROUP	8,330	9,151	9,161	9,161	9,160	8,895
30-820-1930	FEES-PROFESSIONAL	-	1,907	116,988	114,760	2,000	2,000
30-820-2010	SUPPLIES-DEPARTMENT	1,579	550	3,500	3,500	3,500	1,000
30-820-2120	UNIFORMS	342	334	300	300	1,000	1,100
30-820-2500	SUPPLIES-GAS/OIL	3,109	2,176	4,500	4,500	5,000	4,500
30-820-3250	POSTAGE	1,200	755	3,500	3,500	3,500	3,500
30-820-3520	R/M EQUIPMENT	1,116	7,631	4,000	2,000	3,000	3,000
30-820-3530	R/M VEHICLES	1,992	388	3,500	3,500	3,000	1,000
30-820-3540	R/M BUILDING/GROUNDS	1,661	-	-	-	-	-
30-820-3541	R/M STREETS	-	-	9,500	9,500	1,000	2,000
30-820-3560	R/M STORM DRAINAGE	19,352	19,214	30,000	30,000	30,000	30,000
30-820-3710	TIPPING FEES-YARD WASTE	3,250	650	5,000	5,000	5,000	2,500
30-820-4100	DEPRECIATION EXPENSE	-	-	10,000	10,000	5,000	5,000
30-820-5000	CAPITAL OUTLAY	-	6,032	-	-	-	-
30-820-5001	NON-CAPITALIZED OUTLAY	4,518	6,439	1,100	1,100	1,000	1,000
30-820-7900	LOAN REPAYMENTS	10,719	10,183	-	-	-	-
	DEPARTMENT TOTAL	\$ 106,280	\$ 119,631	\$ 261,203	\$ 256,177	\$ 140,100	\$ 133,513
Public Works Director-10%							
Crew Leader 100%							

TOWN OF SWANSBORO
EXPENDITURES FY 2023-2024

ENTERPRISE FUND-SOLID WASTE							
		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
31-820-1210	SALARIES - FULL TIME	40,250	43,887	39,441	39,386	43,789	44,687
31-820-1220	SALARIES-OVERTIME	-	-		55	-	-
31-820-1231	LONGEVITY	205	233	265	265	268	268
31-820-1232	CELL PHONE STIPEND	355	360	360	360	360	360
31-820-1810	FICA	3,065	3,301	3,065	3,065	3,398	3,467
31-820-1820	RETIREMENT	3,644	4,541	5,956	5,946	6,983	7,148
31-820-1830	INSURANCE - GROUP	921	1,192	1,205	1,205	9,153	8,889
31-820-1951	SERVICES-REFUSE	122,125	139,941	166,389	162,221	177,870	177,502
31-820-1952	SERVICES-RECYCLING	65,791	61,863	80,944	60,141	86,529	64,291
31-820-1953	SERVICES-YARD WASTE	3,099	1,285	-	-	-	-
31-820-2010	SUPPLIES-DEPARTMENTAL	34	43	2,500	2,500	2,673	1,000
31-820-2120	UNIFORMS	335	334	391	391	1,000	1,100
31-820-2500	SUPPLIES - GAS/OIL	3,351	3,055	5,351	5,351	5,720	5,500
31-820-3520	R/M EQUIPMENT	-	299	4,312	4,312	4,610	1,000
31-820-3530	R/M VEHICLES	1,087	369	3,722	3,722	3,979	1,500
31-820-3700	TIPPING FEES-REFUSE	64,353	72,271	71,191	80,206	76,103	85,740
31-820-3710	TIPPING FEES-YARD WASTE	3,478	3,831	6,436	6,436	6,880	6,880
31-820-3710	DEPRECIATION EXPENSE	-	-	22,000	22,000	22,000	22,000
31-820-5000	CAPITAL OUTLAY	154,724	6,032	-	-	-	-
31-820-5001	NON-CAPITALIZED OUTLAY	1,850	-	-	-	-	-
31-820-7900	LOAN REPAYMENTS	10,719	42,766	32,593	32,593	32,593	32,593
DEPARTMENT TOTAL		\$ 479,387	\$ 385,605	\$ 446,121	\$ 430,154	\$ 483,907	\$ 463,922
Public Works Director-10%							
Maintenance Tech-100%							
Grapple Truck-\$32,593							



**TOWN OF SWANSBORO
FY 2023 – 2028
(BASED ON YTD FY 22-23
DELIBERATIONS)
CAPITAL IMPROVEMENT PLAN**

OVERVIEW –

The Town of Swansboro's Capital Improvement Plan (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. More specifically, the CIP is intended to accomplish the following objectives:

- To build the facilities required to support the Town's public service and public safety responsibilities.
- To improve financial planning by comparing needs with resources, estimating future bond uses and debt service, and identifying tax rate implications.
- To establish priorities among projects so that limited available funds are used to the best advantage.
- To plan public facility construction and major equipment purchases and coordinate timing with the public needs.
- To support the physical development objectives contained in approved Town plans.

Generally, capital improvements are defined as physical assets constructed or purchased that have a useful life of ten (10) years or longer and have a cost of or exceeding \$25,000. Projects that meet these criteria are included in the CIP, such as:

- New and expanded facilities for the community.
- Large scale rehabilitation or replacement of existing facilities.
- The cost of engineering or other professional studies and services related to improvement.
- Major equipment.
- The acquisition of land.

The CIP does not typically include items defined as “capital outlay.” Capital outlay items normally appear in the Town's operating budget and include such things as furniture, equipment, and vehicles (in years past) needed to support the operation of the Town's programs. Generally, a capital outlay item may be defined as an item valued at less than \$25,000 with a usual life expectancy of less than ten (10) years.

The projected costs of each capital project are sometimes the result of detailed engineering studies but are sometimes simply working estimates. The project cost to be funded in the CIP include all costs relating to design, acquisition, construction, project management, equipment, legal expenses, mitigation of damages, title costs and other land-related costs, etc., when such information is available. Each year, the CIP may be adjusted as project costs are refined.

The annual CIP process begins with the distribution of funding request packets to each Town department. These packets are returned to the Town Manager and the information is categorized and consolidated. The Town Manager prioritizes the projects and prepares a proposed Capital Improvement Plan to be forwarded to the Board of Commissioners for their review and comment. A public hearing is held after which the Board of Commissioners has the authority to approve the recommended CIP as presented, or with amendments. The CIP is adopted by the Board of Commissioners and becomes the Adopted Capital Improvement Plan. The first year of the Adopted CIP is incorporated into the Manager's Recommended Budget as the Capital Budget for the upcoming fiscal year.

Each project in the CIP is coupled with one or more funding sources. Revenues the Town utilizes come from several sources to include federal and state governments, general obligation bonds, revenue bonds, dedicated taxes and fees, loans and the General, Fire, Solid Waste and Stormwater Enterprise Funds. In the Town's case, it is important to note that revenues that come from state and federal grants, such as the NC Department of Transportation, Department of Environmental Quality, and various others may require a cash match from the Town.

Revenue bonds are also an additional source of revenue to fund capital projects that may be needed for the enterprise funds. The debt service payments on these bonds are paid through user fees generated in the fund. Another source of revenue to fund capital projects is general obligation bonds. Bond issuances are governed strictly by state laws and regulations. A general obligation bond works similar to a mortgage loan. The repayment of the bonds is usually long-term. Typically, government regulations require that the proceeds from a bond issue be expended on one-time capital projects within a certain amount of time after the issuance. The level of debt the Town can incur is governed by the financial policies legislated by the North Carolina General Statutes.

The General Fund is the primary depository for taxes and fees, including ad valorem taxes, sales tax, and utility taxes which are collected for the general operation of the Town. The Fire Fund receives a portion of its revenue as an allocation from Onslow County.

The CIP represents the mutual effort of Town departments to meet the infrastructure needs of Town residents, businesses, and visitors. The Town usually cannot fund all the capital project requests and the projects are carefully scrutinized and prioritized to provide for the maximum benefit. Citizen input, the Town's adopted Comprehensive Plan, Strategic Operating Plan, other Town adopted plans and the total funding available all contribute to the decision-making process regarding the allocation of limited resources.

DEPARTMENTAL REQUESTS –

The following pages represent the requests of the respective Town Departments. These requests are based on the needs of each department as articulated by the Department Head and reviewed by the Town Manager. Included is the summary of the CIP, as well as descriptions of each project.

The total 5-year CIP as requested is \$1,436,392 and represented as follows:

FOR THE SPREADSHEETS BELOW THE FOLLOWING ABBREVIATIONS ARE USED AND THEIR RESPECTIVE MEANINGS:

- GF – GENERAL FUND
- EF – ENTERPRISE FUND
- SF – STATE FUNDS
- FF – FEDERAL FUNDS
- PB – POWELL BILL
- F – FIRE
- P - POLICE
- WF – WATERFRONT IMPLEMENTATION FUND
- PRF – PARKS AND RECREATION FUND (TOWN)
- OSR – OFFSETTING REVENUE (EX. SALE/FEES)

PARKS & RECREATION DEPARTMENT														
PROJECT TITLE	FUNDING SOURCE	Capital Reserve Balance as of 6/30/22	Funding using ARP Funds	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 31-32	ITEM TOTAL
COMPREHENSIVE MASTER PLAN	GF				\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$50,000
PROPERTY ACQUISITION/PARK ENHANCEMENTS	GF	\$23,760			\$50,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$250,000
WATERFRONT IMPLEMENTATION	WF	\$13,000			\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100,000
GMC SIERRA REPLACEMENT	GF		\$40,000		\$16,000	\$8,000	\$8,000	\$8,000						\$40,000
Recreation Center Fitness Room Equipment	GF			\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$65,000
Municipal Park Basketball Court Renovation	GF		\$20,000		\$2,222	\$2,222	\$2,222	\$2,222	\$2,222	\$2,222	\$2,222	\$2,222	\$2,224	\$20,000
ANNUAL BUDGET TOTAL		\$36,760	\$60,000	\$6,500	\$104,722	\$56,722	\$56,722	\$56,722	\$48,722	\$48,722	\$48,722	\$48,722	\$48,724	\$525,000
5-YEAR CIP	\$281,388								CAPITAL ITEMS TOTAL					

CAPITAL PROJECTS/PROGRAMS SUMMARY – PARKS AND RECREATION

PROJECT TYPE: PROPERTY ACQUISITION/PARK ENHANCEMENTS

TOTAL PROJECT COST: \$125,000 (5-YR)/\$250,000 (TOTAL)

DESCRIPTION: FESTIVALS/ARTS (CULTURAL RESOURCES)

USEFUL LIFE: 25-50 YEARS

NEW POSITIONS:

OFFSETTING REVENUE: MATCHING FUNDS BASED ON AVAILABILITY

JUSTIFICATION: Per the Parks and Recreation Comprehensive Plan (PRCP) that was adopted in September 2008, the Town should begin setting aside funds for park land acquisition, begin aggressively working to identify park sites and explore grant sources for park land acquisition and development. Current Park acreage: 20.27; projected needs for 2020: 60 leaving a deficit of 39.05 acres. Offsetting revenues can be realized through contributions to the Parks and Recreation Reserve Fund, park rentals and grants.

- POLICY/PLAN REFERENCE:** *Parks and Recreation Comprehensive Plan*
- Projected Park acreage needs for 2020 – 60 acres / current acreage: 21 acres
 - Develop site specific Master Plan for each park
 - Replace obsolete features
 - Begin setting aside funds for park land acquisition
 - Explore grant sources for park land acquisition and development
 - Strengthen Park land dedication and payment in lieu of requirements
 - Reserve a portion of the Town’s fund balance for park land and facilities needs
 - Consider a dedicated tax levy for parks and recreation
 - Develop a multi-year capital improvement program for parks

UNFUNDED IN FY 23/24

EXPENDITURES (PROPERTY ACQUISITION/ENHANCEMENTS):											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
general fund		\$50,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$250,000
reserve fund											
operating budget impact (BASED ON 1 cent = \$70,505:											0.00
											\$0

PROJECT TYPE: WATERFRONT IMPLEMENTATION

TOTAL PROJECT COST: \$50,000 (5-YR)/\$100,000 (TOTAL)

DESCRIPTION: PARK RESOURCES

USEFUL LIFE: 25 YEARS

NEW POSITIONS: TBD

OFFSETTING REVENUE: MATCHING FUNDS BASED ON AVAILABILITY

JUSTIFICATION: *The Swansboro Waterfront Access and Development Plan was adopted in the Spring of 2012. An update and addendum were adopted by the BOC January 21, 2014. The Plan was developed as a long- range approach to improve and expand opportunities for boating, recreational fishing, and pedestrian waterfront access. Part of the plan recognizes crucial need to establish a capital reserve fund for property acquisition and facility improvements. Notable recent improvements include the enhancement of Bicentennial Park and addition of a kayak launch, Church St. Gazebo, the repair of Main St. Dock, and the Living Shoreline at Ward Shore Park. Currently underway is the CAMA Dockwalk newest project to enhance the waterfront. Each of the above-mentioned parks have received significant funding through state and local grant sources.*

- POLICY/PLAN REFERENCE:** *Parks and Recreation Comprehensive Plan*
- Waterfront Plan Implementation
 - P&R Comprehensive Plan – Waterfront Access and Development
 - Street end improvements – boat docks, kayak launches, covered decks, picnic areas
 - Maintain and enhance the town’s quaint seaside village atmosphere

- Acquire additional shoreline walking easements
- **Establish a capital reserve fund for waterfront property acquisition and facilities improvements**
- Aggressively seek grant funding – CAMA, BIG, Water Resources Development, PARTF and other local/state/federal programs
- 2009 CAMA Land Use Plan (Update of plan in FY 18-19)
- Need for park improvements
- Demand for boating facilities including canoeing and kayak launches
- Develop water access and boating facilities
- Encourage water-based recreation and tourism

UNFUNDED IN FY 23/24

EXPENDITURES (WATERFRONT IMPLEMENTATION):											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	Total
ex. debt service											
funding sources:											
type:											Total
general fund	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	
reserve fund		\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100,000
operating budget impact (BASED ON 1 cent = \$70,505):											0.00
FY 23/24 TOTAL											\$0.00

PROJECT TYPE: TRUCK REPLACEMENT (GMC SIERRA)

USEFUL LIFE: 10 YEARS

TOTAL PROJECT COST: \$20,000 (5-YR)/\$40,000 (TOTAL)

NEW POSITIONS: N/A

DESCRIPTION: PARK RESOURCES

OFFSETTING REVENUE:

JUSTIFICATION: The Parks and Recreation Maintenance truck is a 2010 GMC Sierra – it is anticipated it will need replacing in the year 2023-24 due to the age of the vehicle.

PLAN REFERENCE: No specific reference made.

FUNDED IN FY 22/23- AMERICAN RESCUE PLAN ACT OF 2021 FUNDS AWARDED IN 2021

EXPENDITURES (GMC SIERRA):											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
general fund		\$16,000	\$8,000	\$8,000	\$8,000						\$40,000

reserve fund											
operating budget impact (BASED ON 1 cent = \$70,505):											0.00
FY 23/24 TOTAL											\$0

PROJECT TYPE: COMPREHENSIVE MASTER PLAN

USEFUL LIFE: 10 YEARS

TOTAL PROJECT COST: \$25,000 (5-YR)/\$50,000 (TOTAL)

NEW POSITIONS: N/A

DESCRIPTION: PARK RESOURCES

OFFSETTING REVENUE:

JUSTIFICATION: The current comprehensive master plan was adopted in 2008. A comprehensive should be updated every 10 years in order to be eligible for the Parks and Recreation Trust Fund (PARTF) grant. A limited number of points awarded for plans older than 6-10 years. The Parks and Recreation Advisory Board and staff are willing to assist in order to reduce costs. A comprehensive master plan will provide an outline of future needs in property acquisition, connectivity, program development and will support the overall mission of the Parks and Recreation Department. **The 2023 update is slated for adoption in June 2023.**

PLAN REFERENCE: No specific reference made.

UNFUNDED IN FY 23/24

EXPENDITURES (COMPREHENSIVE MASTER PLAN):											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
general fund		\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$50,000
reserve fund											
operating budget impact (BASED ON 1 cent = \$70,505):											0.00
FY 23/24 TOTAL											\$0

PROJECT TYPE: RECREATION CENTER FITNESS ROOM EQUIPMENT

USEFUL LIFE: 5 TO 7 YEARS

TOTAL PROJECT COST: \$6,500 ANNUALLY

NEW POSITIONS: N/A

DESCRIPTION: FITNESS EQUIPMENT

OFFSETTING REVENUE: RECREATION CENTER FEES

JUSTIFICATION: The cardio machines in the fitness room are the original equipment and is ten years old. The cardio machines are nearing their life cycle. Some of the parts for the stationary bikes have been discontinued and are not available. If the parts are not available for purchase the equipment will need to be removed or replaced. One to two pieces of cardio equipment will be replaced over the next five years. Life cycle of the cardio machines are approximately five to seven years.

PLAN REFERENCE: No specific reference made.
FUNDED IN FY 23/24

EXPENDITURES: (FITNESS EQUIPMENT):											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
general fund	\$6,500										\$6,500
reserve fund											
operating budget impact (BASED ON 1 cent = \$70,505):											0.09
FY 23/24 TOTAL											\$6,500

PROJECT TYPE: MUNICIPAL PARK BASKETBALL COURT RENOVATION USEFUL LIFE: 10 YEARS
TOTAL PROJECT COST: \$20,000/EVERY 10 YEARS NEW POSITIONS: N/A
DESCRIPTION: RESURFACING OF CURRENT BASKETBALL COURTS OFFSETTING REVENUE: PARK RENTAL FEES, GRATNS, ARP FUNDING

JUSTIFICATION: The 2023 Master Parks and Recreation Plan recommends upgrades to park amenities which include the basketball courts. PG. 90
PLAN REFERENCE: No specific reference made.
FUNDED IN FY 22/23 - AMERICAN RESCUE PLAN ACT OF 2021 FUNDS AWARDED IN 2021

EXPENDITURES (Municipal Park Basketball Court Renovation):											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
general fund	\$20,000	\$2,222	\$2,222	\$2,222	\$2,222	\$2,222	\$2,222	\$2,222	\$2,222	\$2,224	\$40,000
reserve fund											
operating budget impact (BASED ON 1 cent = 70,505):											0.28
FY 23/24 TOTAL											\$20,000

PARKS AND RECREATION		
FY 23/24 TOTAL CIP	\$26,500	.38 CENTS

FIRE DEPARTMENT														
PROJECT TITLE	FUNDING SOURCE	Capital Reserve Balance as of 6/30/22	Funding using ARP Funds	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	ITEM TOTAL
*1705 replacement	GF	\$268,180		\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$231,800
*Ladder 1717 replacement	GF	\$145,000		\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$755,000
BRUSH TRUCK REPLACEMENT 1709/UTILITY TRUCK	GF			\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000				\$35,000
Chief's truck replacement 1700	GF	\$7,500		\$5,700	\$5,700	\$5,700	\$5,700	\$5,700						\$28,500
ANNUAL BUDGET TOTAL		\$420,680	\$64,000	\$109,380	\$109,380	\$109,380	\$109,380	\$109,380	\$103,680	\$103,680	\$98,680	\$98,680	\$98,680	\$1,050,300
5-YEAR CIP	\$546,900								CAPTIAL ITEMS TOTAL					

CAPITAL PROJECTS/PROGRAMS SUMMARY – FIRE

PROJECT TYPE: 1705 REPLACEMENT
TOTAL PROJECT COST: \$225,000 (5-YR)/FULL REPLACE. \$450,000
DESCRIPTION: APPARATUS REPLACEMENT

USEFUL LIFE: 15-20 YEARS
NEW POSITIONS: N/A
OFFSETTING REVENUE: DEBT SERVICE/SALE OF REPLACED ASSET

JUSTIFICATION: Apparatus are reaching and exceeding the recommended replacement age set forth by the National Fire Protection Association. Furthermore, as the district, department, and community evolve, the current capabilities for the application and functionality needed to be effective moving forward are limited. ISO and NFPA standards evolve, altering the ability to maximize points needed to reduce ISO class.

PLAN REFERENCE: Based on NFPA standards, fire protection may require 1.65 personnel, 0.2 vehicles, and 250 SQ FT. of facility space for every 1,000 persons.

Funded in FY 23/24

EXPENDITURES (1705 REPLACEMENT)											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
general fund	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$231,800
debt service											
operating budget impact (BASED ON 1 cent = \$70,505):											.33
FY 23/24 TOTAL											\$23,180

PROJECT TYPE: 1717 REPLACEMENT

USEFUL LIFE: 15-20 YEARS

TOTAL PROJECT COST: \$170,000 (5-YR)/FULL REPLACE. \$850,000

NEW POSITIONS: N/A

DESCRIPTION: APPARATUS REPLACEMENT

OFFSETTING REVENUE: DEBT SERVICE/SALE OF REPLACED ASSET

JUSTIFICATION: Apparatus are reaching and exceeding the recommended replacement age set forth by the National Fire Protection Association. Furthermore, as the district, department, and community evolve, the current capabilities for the application and functionality needed to be effective moving forward are limited. ISO and NFPA standards evolve, altering the ability to maximize points needed to reduce ISO class.

PLAN REFERENCE: Based on NFPA standards, fire protection may require 1.65 personnel, 0.2 vehicles, and 250 SQ FT. of facility space for every 1,000 persons.

FUNDED IN FY 23/24

EXPENDITURES (1717 REPLACEMENT):											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
general fund	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$755,000
debt service											
operating budget impact (BASED ON 1 cent = 70,505):											1.07
FY 23/24 TOTAL											\$75,500

PROJECT TYPE: 1700 REPLACEMENT

USEFUL LIFE: 10 YEARS

TOTAL PROJECT COST: \$20,000 (5-YR)/FULL REPLACE. \$40,000

NEW POSITIONS: N/A

DESCRIPTION: CHIEF'S TRUCK REPLACEMENT

OFFSETTING REVENUE: SALE OF REPLACED ASSET

JUSTIFICATION: Apparatus are reaching and exceeding the recommended replacement age set forth by the National Fire Protection Association. Furthermore, as the district, department, and community evolve, the current capabilities for the application and functionality needed to be effective moving forward are limited. ISO and NFPA standards evolve, altering the ability to maximize points needed to reduce ISO class.

PLAN REFERENCE: Based on NFPA standards, fire protection may require 1.65 personnel, 0.2 vehicles, and 250 SQ FT. of facility space for every 1,000 persons.

FUNDED IN FY 23/24

EXPENDITURES (1700 REPLACEMENT CHIEF'S SERVICE):											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
general fund	\$5,700	\$5,700	\$5,700	\$5,700	\$5,700	\$5,700	\$5,700				\$28,500
fire & rescue comm.											
debt service											
operating budget impact (BASED ON 1 cent = 70,505):											0.08
FY 23/24 TOTAL											\$5,700

PROJECT TYPE: 1709 REPLACEMENT

TOTAL PROJECT COST: \$5,000 (5-YR)/FULL REPLACE. \$50,000

DESCRIPTION: BRUSH TRUCK/UTILITY TRUCK REPLACEMENT

USEFUL LIFE: 10 YEARS

NEW POSITIONS: N/A

OFFSETTING REVENUE: SALE OF REPLACED ASSET

JUSTIFICATION: Apparatus are reaching and exceeding the recommended replacement age set forth by the National Fire Protection Association. Furthermore, as the district, department, and community evolve, the current capabilities for the application and functionality needed to be effective moving forward are limited. ISO and NFPA standards evolve, altering the ability to maximize points needed to reduce ISO class.

PLAN REFERENCE: Based on NFPA standards, fire protection may require 1.65 personnel, 0.2 vehicles, and 250 SQ FT. of facility space for every 1,000 persons.

FUNDED IN FY 23/24

EXPENDITURES (1709 REPLACEMENT-UTILITY TRUCK REPLACEMENT):											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
general fund	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$35,000
fire & rescue comm.											
operating budget impact (BASED ON 1 cent = 70,505):											0.07
FY 23/24 TOTAL											\$5,000

FIRE

FY 23/24 TOTAL CIP

\$109,380

1.55 Cents

PUBLIC WORKS DEPARTMENT														
PROJECT TITLE	FUNDING SOURCE	Capital Reserve Balance as of 6/30/22	Funding using ARP Funds	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
FORD F150 PICKUP	GF/EF		\$40,000		\$16,000	\$8,000	\$8,000	\$8,000						\$40,000
CHEVROLET K4500	GF/EF				\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100,000
TOYOTA TUNDRA	GF/EF	\$12,500	\$27,500		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000					\$40,000
Ventrac 4500Z (NO LONGER NEEDED)	GF/EF	-\$6,166												
CAB TRACTOR	GF/EF- (LOAN PROCEEDS)	\$6,166		\$132,104										\$132,104
ANNUAL BUDGET TOTAL		\$28,041	\$67,500	\$132,104	\$44,000	\$26,000	\$26,000	\$26,000	\$18,000	\$10,000	\$10,000	\$10,000	\$10,000	\$312,104
5-YEAR CIP		\$132,104							CAPITAL ITEMS TOTAL					

CAPITAL PROJECTS/PROGRAMS SUMMARY – PUBLIC WORKS

PROJECT TYPE: FORD F-150 PICKUP REPLACEMENT

USEFUL LIFE: 5 YEARS

TOTAL PROJECT COST: \$20,000 (5-YR)/COST \$40,000

NEW POSITIONS: N/A

DESCRIPTION: PUBLIC WORKS MAINTENANCE TRUCK

OFFSETTING REVENUE:

JUSTIFICATION: Due to amount of years in service, high hours and yearly maintenance cost.

PLAN REFERENCE: No specific reference made.

PURCHASED IN FY 22/23- AMERICAN RESCUE PLAN ACT OF 2021 FUNDS AWARDED IN 2021

EXPENDITURES (FORD F150 PICKUP REPLACEMENT):											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
general fund/enterprise		\$8,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$40,000

offsetting revenue (sale)										
operating budget impact (BASED ON 1 cent = 70,505):										0.00
FY 23/24 TOTAL										\$0.00

PROJECT TYPE: CHEVROLET K4500

USEFUL LIFE: 20 YEARS

TOTAL PROJECT COST: \$48,000(5-YR)/REPLACE. COST \$96,000

NEW POSITIONS: N/A

DESCRIPTION: PUBLIC WORKS EQUIPMENT

OFFSETTING REVENUE:

JUSTIFICATION: Due to amount of years in service, high hours and yearly maintenance cost.

PLAN REFERENCE: No specific reference made.

FUNDING NOT REQUIRED IN FY 23/24

EXPENDITURES (CHEVROLET K4500) Replacement:											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
general fund/enterprise		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
offsetting revenue (sale)											
operating budget impact (BASED ON 1 cent = 70,505):											0.00
FY 23/24 TOTAL											\$0.00

PROJECT TYPE: TOYOTA TUNDRA

TOTAL PROJECT COST: \$20,000(5-YR)/REPLACE. COST \$40,000

DESCRIPTION: PUBLIC WORKS EQUIPMENT

JUSTIFICATION: Due to amount of years in service, high hours and yearly maintenance cost.

PLAN REFERENCE: No specific reference made.

USEFUL LIFE: 5 YEARS

NEW POSITIONS: N/A

OFFSETTING REVENUE: ENTERPRISE FUND

FUNDED IN FY 22/23- AMERICAN RESCUE PLAN ACT OF 2021 FUNDS
AWARDED IN 2021

EXPENDITURES (TOYOTA TUNDRA):											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
general fund/enterprise		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000					\$40,000
offsetting revenue (sale)											
operating budget impact (BASED ON 1 cent = 70,505):											0.00
FY 23/24 TOTAL											\$0

PROJECT TYPE: CAB TRACTOR

TOTAL PROJECT COST: \$132,104

DESCRIPTION: PUBLIC WORKS EQUIPMENT

USEFUL LIFE: 10 YEARS

NEW POSITIONS: N/A

OFFSETTING REVENUE: N/A

JUSTIFICATION: Provides more safety for staff while mowing the sides of the 7 DOT roads.

PLAN REFERENCE: No specific reference made.

FUNDED IN FY 23/24

EXPENDITURES (CAB TRACTOR WITH HYDRAULIC BOOM ROTARY CUTTER)											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
ex. debt service	\$125,938										\$125,938
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
general fund/capital reserve	\$6,166										\$6,166
offsetting revenue (sale											
operating budget impact (BASED ON 1 cent = 70,505):											1.87
FY 23/24 TOTAL											\$132,104

Public Works
FY 23/24 TOTAL CIP \$132,104 1.87 Cents

POLICE														
PROJECT TITLE	FUNDING SOURCE	Capital Reserve Balance as of 6/30/22	Funding using ARP Funds	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 31-32	TOTAL
NEW PATROL CARS	GF	\$7,600	\$190,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$80,000
NEW PATROL CAR S	GF	\$7,600			\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$72,000
REPLACE PATROL CARS	GF				#6 & #7	#4 & #13	#2, & #8	#1 & #11	#3, & #5	#9, & #10	#6 & #12	#4 & #7	#2 & #13	
ANNUAL BUDGET TOTAL		\$15,200	\$190,000	\$8,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$152,000
5-YEAR CIP	\$76,000					CAPITAL ITEMS TOTAL								

PURCHASE YEARS	REPLACING
FY 22-23	#3,#5,#9,#10,#12
FY 24-25	#6 & #7
FY 25-26	#4 & #13
FY 26-27	#2 & #8
FY27-28	#1, & #11
FY28-29	#3 & #5
FY 29-30	#9 & #10
FY 30-31	#6 & #12
FY 31-32	#4 & #7
FY 32-33	#2 & #13
FY 23-24 TOTAL CIP	\$8,000

Replaced car
#7 (Incident on
2/25/2023)
BA #2023-4

5 PATROL CARS PURCHASED IN FY 22/23- AMERICAN RESCUE PLAN ACT OF 2021 FUNDS AWARDED IN 2021

CAPITAL PROJECTS/PROGRAMS SUMMARY – POLICE

PROJECT TYPE: PATROL CARS (REPLACEMENTS)
TOTAL PROJECT COST: TBD
DESCRIPTION: PATROL CAR

USEFUL LIFE: 5 YEARS OR \$75,000 MILES
NEW POSITIONS: N/A
OFFSETTING REVENUE: SALE OF REPLACEMENT ASSET

JUSTIFICATION: Due to amount of years in service, high hours and yearly maintenance cost.
PLAN REFERENCE: LUP Policy P. 112: Swansboro supports the continued public provision of police protection to all citizens. Per a Federal Bureau of Investigation standard – a town per 268 persons is likely to need one additional police officer, 0.6 vehicles, and 200 SQ FT of facility space for law enforcement.

Funded in FY 23/24

EXPENDITURES (PATROL CARS):											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
general fund	\$8,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$152,000
offsetting revenue (sale)											\$0
operating budget impact (BASED ON 1 cent = 70,505):											.11
FY 23/24 TOTAL											\$8,000

POLICE		
FY 23/24 TOTAL CIP	\$8,000	0.11 Cents

PERMITTING														
	FUNDING SOURCE	Capital Reserve Balance as of 6/30/22	Funding using ARP Funds	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
2015 GMC SIERRA 1500 (Purchased 8/2015)	GF	\$9,375	\$30,625		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000					\$40,000
ANNUAL BUDGET TOTAL					\$8,000	\$8,000	\$8,000	\$8,000	\$8,000					\$40,000
5-YEAR CIP	\$32,000							CAPITAL ITEMS TOTAL						

PROJECT TYPE: GMC SIERRA

TOTAL PROJECT COST: \$32,000 (5-YR)/REPLACE. COST \$40,000

DESCRIPTION: PUBLIC WORKS EQUIPMENT

JUSTIFICATION: Due to amount of years in service, high hours, and yearly maintenance cost.

USEFUL LIFE: 5 YEARS

NEW POSITIONS: N/A

OFFSETTING REVENUE:

PLAN REFERENCE: No specific reference made.

FUNDED IN FY 22/23- AMERICAN RESCUE PLAN ACT OF 2021 FUNDS AWARDED IN 2021

EXPENDITURES (GMC SIERRA):											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
general fund/enterprise		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000					\$40,000
offsetting revenue (sale)											
operating budget impact (BASED ON 1 cent = 70,505):											0.00
FY 23/24 TOTAL											\$0

INFRASTRUCTURE (PUBLIC STREETS)														
PROJECT TITLE	FUNDING SOURCE	Capital Reserve Balance as of 6/30/22	Funding using SCIF Funds	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
*SIDEWALK CONSTRUCTION	GF /FEE IN LIEU OF	\$22,226.45	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$500,000
ANNUAL BUDGET TOTAL				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$500,000
5-YEAR CIP	\$250,000							CAPITAL ITEMS TOTAL						

*SIDEWALK LOCATION/PROPOSALS HAVE BEEN IDENTIFIED AND RECOMMENDED THROUGH THE WATERFRONT IMPLEMENTATION PLAN AND BOARD OF COMMISSIONERS AND STAFF DISCUSSIONS.

CAPITAL PROJECTS/PROGRAMS SUMMARY – PUBLIC STREETS

PROJECT TYPE: SIDEWALK CONSTRUCTION (PEDESTRIAN FACILITIES) USEFUL LIFE: 30 YEARS
TOTAL PROJECT COST: \$500,000 NEW POSITIONS: N/A
DESCRIPTION: COMPLETE GAPS IN ACCESSIBILITY OFFSETTING REVENUE:

JUSTIFICATION: A sidewalk proposal list has been developed identifying location/costs of sidewalks. STIP as identified below is not as impactful as once was, as all bicycle/pedestrian improvements are lumped in transportation projects as a whole (not a separate funding source dedicated).

PLAN REFERENCE: Land Use Policy P.58 – The development of bikeways, sidewalks and trails will be encouraged as part of new roadways and roadway expansions. Particular attention should be given to bicycle and pedestrian needs for inclusion in the State Transportation Improvement Program (STIP), including development of a bikeway plan (completed) within the planning jurisdiction. Numerous surveys in support of sidewalks. The Town should strive to connect all areas of the town, present and future, with sidewalks, walking paths and other off-road pedestrian ways to provide safe areas for walking, jogging and biking. Where possible, bikeways and bike paths shall be encouraged, but not at the expense of the pedestrian facilities. Ref. to stormwater in LUP regarding construction of these facilities.

EXPENDITURES (*SIDEWALK CONSTRUCTION) PEDESTRIAN FACILITIES:											
TYPE:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
ex. debt service											
funding sources:											
type:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	total
general fund	\$50,000										\$50,000

Funded in FY 23/24

*SPECIFIC COST ESTIMATES/FEASIBILITY HAS NOT BEEN PERFORMED REGARDING CAPITAL PROPOSAL.

TOWN MANAGER RECOMMENDATION

The following pages represent the recommendations of the Town Manager. These recommendations are based on the needs of each department as articulated by the Department Head, deliberations with the Town Board of Commissioners and weighted by the Town Manager. Included is the summary of the CIP, as well as descriptions of each project.

The total 5-year CIP as requested is \$1,436,392. The Town Manager considered debt policies, available outside funding and available General, Enterprise and Fire Fund resources to recommend the development of the five (5) year plan with an emphasis on FY 22-23 projects. The Town Manager is recommending a FY 23-24 CIP implementation of projects totaling \$305,984.

ANNUAL BUDGET TOTAL		FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
		\$305,984	\$332,102	\$266,102	\$266,102	\$266,102	\$306,908	\$244,402	\$228,402	\$223,402	\$223,404	\$2,579,404
5-YEAR CIP	\$1,436,392						CAPITAL ITEMS TOTAL					

Town of Swansboro

Schedule of Fees



Fiscal Year 2023-2024
Adopted June 12, 2023
Effective July 1, 2023

RESIDENTIAL BUILDING PERMIT FEES

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

Single Family and Duplexes	\$.29/sq ft
Multi-Family	\$.32/sq ft
Plumbing (including renovations and repairs)	\$.13/sq ft
Mechanical (including renovations and repairs, and ductwork)	\$.13/sq ft
Electrical (including renovations and repairs)	\$.13/sq ft
Temporary Pole	\$60.00
Porches, Decks, Garages, and Accessory Buildings (If over 12ft in any direction; over 144 sq ft) (Less than 12ft in any direction or 144 sq ft, zoning and tie-down permit and inspection required)	\$.13/sq ft
Renovations & Repairs (Building Only) (Not Additions - see New Construction)	\$.13/sq ft
Manufactured Homes (includes CO)	
Single Wide	\$175.00
Double Wide	\$225.00
Triple Wide	\$275.00
Sidewalk Inspection for Residence	\$ 60.00
Driveway Inspection	\$ 60.00
Fence Inspection	\$ 60.00
Home Owners Recovery Fund	\$ 10.00
Certificate of Occupancy or Certificate of Compliance	\$100.00
Temporary Residential Storage Unit (PODS)	No charge
Minimum Permit Fee Per trade	\$ 60.00
Any work which begins without or prior purchase of any permit	Double permit fees

COMMERCIAL BUILDING PERMIT FEES

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

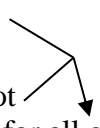
Assembly (A-1, 2, 3, 4)	\$0.55/sq ft
Business	\$0.45/sq ft
Educational	\$0.53/sq ft
Factory (F-1, F-2)	\$0.25/sq ft
High Hazard (H-1, 2, 3, 4, 5)	\$0.45/sq ft
Institutional (I-1, 2, 3, 4)	\$0.55/sq ft
Mercantile	\$0.27/sq ft \$0.55/sq ft >40,000 sq ft
Hotels & Group Care (R-1, R-4)	\$0.48/sq ft
Storage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

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

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OTHER BUILDING AND PLANNING FEES

Zoning Compliance Review (all projects)	\$50.00
Zoning Certification/Verification Letter	\$25.00
Site Setback Verification	\$60.00
(All buildings, additions, swimming pools and accessory buildings) (As-builts required for all principal structures)	\$150.00 >40,000 sq ft
Landscaping Verification	\$60.00 \$150.00 >40,000 sq ft
Land Improvement Permit	No Charge
Penalty for Failure to Obtain a Land Improvement Permit (Ref. Ordinance 2021-O4 6/14.21)	\$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	\$60.00 \$150.00 >40,000 sq ft
Temporary Pole	\$60.00 \$150.00 >40,000 sq ft
Temporary Building Power	\$60.00 \$150.00 >40,000 sq ft
Temporary Certificate of Occupancy	\$100.00 \$200.00 >40,000 sq ft
Special Inspections	\$125.00 \$250.00 >40,000 sq ft
Roof Repair	\$ 60.00 Residential \$120.00 Commercial
Gas Piping	\$ 60.00
Alternative Sidewalk Contribution in lieu of Construction	\$25.00*/linear foot of frontage along a public

(Waiver approved by Town Manager)	street or highway (excluding driveways)
(*Unless official, signed estimate is received and approved)	
Electrical Service Change (Meter base, service panel)	\$100.00
Electrical service meter (accessory building)	\$125.00
Permits issued to the Town of Swansboro Government	No charge
Demolition	\$100.00 House/Commercial \$ 60.00 Mobile Home
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)	\$125.00
Moving building (over 16' wide or requiring a blue light escort)	\$250.00
Mechanical unit change-out/per unit (unit only/no duct work)	\$ 60.00
Billboard Application	\$500.00
Re-inspection Fee (per trip)	\$60.00
Signs	\$1.25/sq ft per viewable side (\$60.00 minimum) >40,000 sq ft Double Fees
Temporary Signs	\$1.25/sf
Sign Impoundment Fee/Penalty	<div> <div>First occasion</div> <div>Second occasion</div> <div>Third and additional occasions</div> </div> <div> <div>\$1/square foot</div> <div>\$5/square foot</div> <div>\$10/square foot</div> <div>>40,000 sq ft Double Fees for all occasions</div> </div> 
A.L.E. (Alcohol License) application compliance certification	\$ 60.00 >40,000 sq ft Double Fees

Required Fire Prevention Inspection (<u>Including For New Businesses</u>)	\$100.00
Retail/Office/Restaurants/Others Not Listed	\$100.00
Hotel/Assemblies/Education	\$200.00
Day Care, Nursing Care, Group Home Inspections	\$100.00 (annually)
Late Charge if not paid by due date	+ \$15.00 for each 30 days or portion thereof after due date
Fire Alarm Testing	\$125/system
<u>Modification/Alteration</u>	<u>\$100.00/system</u>
Hydrant Testing	\$65.00/hydrant
<u>Testing & Data for Private Water System</u>	<u>\$100.00/hydrant</u>
<u>Testing & Data for Public Water Supply</u>	<u>\$75.00/hydrant</u>
Fire Suppression System (<u>for New Businesses</u>)	\$150.00
	\$25.00 three or six month inspection (high volume, 24/hr., charbroil, wok, etc.)
Permit Revision	10% of permit cost
Flood Zone Certification Letter	\$ 25.00
Cell Tower (new)	\$500.00
Cell Tower (co-location: antennae)	\$300.00

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

Minor Subdivision (7 lots or less) Application fee	\$200.00
Major Subdivision (8 lots or more) Application fee:	
<u>Less than 1 Acre:</u>	
Sketch Plan Review	\$ 250.00
Preliminary Review	\$250.00 + \$10.00 per lot
Final Review	\$250.00 + \$10.00 per lot
<u>1 Acre to 5 Acres:</u>	
Sketch Plan Review	\$300.00
Preliminary Review	\$300.00 + \$10.00 per lot
Final Review	\$300.00 + \$10.00 per lot
<u>6 to 10 Acres:</u>	
Sketch Plan Review	\$350.00
Preliminary Review	\$350.00 + \$10.00 per lot
Final Review	\$350.00 + \$10.00 per lot
<u>11 to 20 Acres:</u>	
Sketch Plan Review	\$400.00
Preliminary Review	\$400.00 + \$10.00 per lot
Final Review	\$400.00 + \$10.00 per lot
<u>21 to 40 Acres:</u>	
Sketch Plan Review	\$450.00
Preliminary Review	\$450.00 + \$10.00 per lot
Final Review	\$450.00 + \$10.00 per lot
<u>Over 40 Acres:</u>	
Sketch Plan Review	\$500.00
Preliminary Review	\$500.00 + \$10.00 per lot
Final Review	\$500.00 + \$10.00 per lot
Recombination/Exempt Subdivision Certifications	\$ 50.00
Subdivision Infrastructure Guarantee Verification (by Engineer)	Engineer's charge for services rendered
Subdivision Infrastructure Compliance Inspections	Engineer's charge for services rendered
Subdivision Infrastructure Re-inspections	\$ 10.00/lot
Proof Roll Inspection	\$250.00
Proof Roll Re-inspection	\$100.00

SUBDIVISION RECREATION DEDICATION/FEES FORMULA

Land Area Required

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

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

Payment in Lieu of Dedication

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

Alternative Payment Per Lot Option:

Density Multiplier	Amount
1.4	\$840
1.2	\$720
1.0	\$600
0.9	\$540
0.8	\$480

Notes:

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

PLANNING AND DEVELOPMENT FEES

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

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

SOLID WASTE COLLECTION

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

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

STORMWATER UTILITY FEE

Residential Tier

\$5.00 flat fee/month/residence

Commercial Tier

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

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

Note:

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

BEER & WINE LICENSE TAX SCHEDULE

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

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

MISCELLANEOUS FEES

Request Copies of Public Documents	8x11 \$0.25 per page 8x14 \$0.35 per page 11x17 \$0.50 per page Color copies \$1.00/page (any size)
Town Documents on Thumbdrive	\$5.00 10.00 per Thumbdrive
Request Copies of Various Town Meetings	\$5.00 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 for Miscellaneous Credit Card Convenience Fee for Stormwater	2.5 3.75% of actual charge 2.0% of actual charge
Duplicate copy of Privilege License (beer/wine)	\$5.00
Fingerprinting/card	\$10.00
Police Reports	\$5.00/report
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 Services	\$35.00/hr

MEETING ROOM RENTAL FEES

	<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		\$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 (2 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

Town Dock at Church Street

\$1.50 per ft./per night \$5 Power \$35/Pump out
Special Event Permit \$100
 3.5% Credit Card Processing Fee of actual charge

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
Salary Schedule FY 2023-24

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

This Salary Schedule was hereby adopted by the Board of Commissioners in regular session on June 12, 2023 which reflects the approved 4.4% COLA for the 2023/2024 fiscal year.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk