



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2026-7**

Board Meeting Date: **June 23, 2026**

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

Overview: A Budget Ordinance Amendment is requested for multiple departments.

1. Non-Departmental: Funds were collected for payment in lieu of sidewalks and needs to be transferred to the Capital Reserve Fund. Requesting \$9,450 to be transferred to the Capital Reserve Fund.

Source: Sidewalk Development Fee

2. Fire Department: The Fire Department has been awarded the Walmart Community Risk Grant in the amount of \$2,000. Grant funds will be used to support community risk reduction initiatives.

Source of Funds: Grant-Fire

3. Fire Department: The Fire Department has received multiple donations in the amount of \$2,134 designated for the Fire Department Vet Fund. These funds are intended to assist citizens with the cost of veterinary services for pets injured as a result of fire-related incidents.

Source of Funds: Donations-Fire

4. Fire Department: The Fire Department has received donations in the amount of \$820 designated to support Fire Department operations.

Source of Funds: Donations-Fire

5. Fire Department: The Fire Department has received multiple donations designated for the Fire Department Calendar in total amount of \$3,050.

Source of Funds: Donations-Fire

6. Fire Department: The Fire Department received reimbursement funds in the amount of \$3,295 for expenses associated with the Interactive Firefighter Peer Support Course.

Source of Funds: Donations-Fire

7. Parks & Recreation Department: The current budget includes appropriations for the construction of pickleball courts. Following discussions with the project engineers and a review of preliminary cost estimates, it has been determined that additional funding will be necessary to complete the project as planned.

To secure additional funding and reduce the financial impact on the Town, staff intends to submit grant applications to the Land and Water Conservation Fund (LWCF) and the Parks and Recreation Trust

Action: _____

Fund (PARTF). These grant programs provide funding opportunities for recreational facility development and improvements.

In anticipation of future project costs and to demonstrate the Town's commitment to the project, staff recommends transferring \$150,000 from the General Fund to the Capital Reserve Fund. The transfer will establish funding dedicated to the pickleball court project and provide the required local match should grant funding be awarded.

Source of Funds: Parks & Recreation-Capital Outlay

8. Police Department: The Town has received donations of \$7,800 from various donors to support the Police Department's National Night Out event.

Source of Funds: Donations-Police

9. Police Department: The Town has received donations of \$4,206 from various donors to support the Police Department's Shop with the Cop event.

Source of Funds: Donations-Police

10. Police Department: The Town has received reimbursement revenue for police services provided by the Police Department in excess of the amount budgeted for FY 2025-2026. Actual revenues exceeded budgeted revenues by \$6,723.

Source of Funds: Police Services- Reimbursement

11. Police Department: The Police Department received grant funding in the amount of \$2,000 from the North Carolina League of Municipalities to assist with the purchase of bulletproof vests.

Source of Funds: Grants-Police

12. Downtown Facilities: Public restroom availability is an important component of downtown accessibility and the overall visitor experience, particularly for tourists, families, and individuals attending community events. Due to the temporary closure of the Visitor Center, public access to restroom facilities has been limited, creating a need for an interim solution.

Staff researched the rental of portable restroom facilities and handwashing stations similar to those utilized during special events. The monthly rental cost is \$475 for two portable restrooms and handwashing stations, including twice-weekly servicing. To support this effort, the Tourism Development Authority (TDA) approved \$2,000 in TDA funding to cover approximately four months of rental and service costs and requesting \$3,718 to be appropriated from fund balance.

Source of Funds: Grants-Swansboro TDA (\$2,000)/Appropriated Fund Balance: (\$3,718)

13. Public Buildings: Additional appropriations are requested in the Public Buildings budget to fund necessary HVAC and electrical improvements at Town facilities.

The first project involves removing the existing three-head mini-split system from the bunkroom at the Public Safety Building and installing a new mini-split system at an estimated cost of \$8,906.

The second project includes electrical work at the Parks and Recreation Center to provide power for the HVAC system serving the main entrance. The work includes running two new circuits from the panel box to the condenser and the attic-mounted air handler. The estimated cost of this work is \$7,553.

A total budget amendment of \$16,459 is requested to fund these necessary facility improvements.

Source of Funds: Appropriated Fund Balance

Background Attachment(s): Budget Ordinance Amendment #2026-7

Recommended Action: Motion to approve Budget Ordinance Amendment #2026-7