



Board of Commissioners Meeting

Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2025-11**

Board Meeting Date: **June 10, 2025**

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

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

1. **Fire Department:** The Fire Department hosted a weekend training at 1071 West Corbett and 1481 West Corbett Avenue. The event included student registration and sponsorships to reduce any costs associated with the event. The amount collected was \$5,700.

Source of Funds: Miscellaneous Income-\$3,700/Donations-Fire-\$2,000

2. **Fire Department:** Allocate additional funds of \$25,117 for the payout of accrued leave due to staff resignations.

Source of Funds: Appropriated Fund Balance

3. **Fire Department:** Between July 1, 2024, and June 1, 2025, personnel were recalled to backfill staffing shortages on 14 occasions due to prolonged incidents, ensuring adequate coverage for our district. Additionally, the Fire Chief authorized upstaffing in response to two weather-related events—Tropical Storm Debby and Snowstorm Enzo.

The combined impact of these emergent situations resulted in 392.75 hours of additional staffing. These hours represent extenuating circumstances that could not have been anticipated during the budget planning process. Requesting \$10,350 for its intended purpose.

Source of Funds: Appropriated Fund Balance

4. **Fire Department:** To date, staff have responded to and submitted 72 Wreck Claims for cost-recovery billing. Below is the breakdown of what was filed versus collected.

- Claims Filed 72 - Totaling \$49,417.5
- Claims Pending 15 - Totaling \$11,439.25
- Claims Settled 57 - Totaling \$37,978.25

Claims Collected 12: Totaling \$8,110.00

Claim Money Received by Swansboro After Collection by FRUSA: \$6,325.80

Requesting \$2,386.25 be allocated to Supplies and \$3,939.55 to Uniforms.

Source of Funds: Cost Recovery Fees

Action: _____

5. **Non-Departmental:** Funds were collected for payment in lieu of sidewalks and need to be transferred to the Capital Reserve Fund. Requesting \$10,600 to be transferred to the Capital Reserve Fund.

Source of Funds: Sidewalk Development Fee

6. **Parks & Recreation:** The Swansboro Tourism Development Authority has awarded the Parks & Recreation Department \$3,000 in support of the PirateFest event.

Source of Funds: Grants-Swansboro TDA

Background Attachment(s): Budget Ordinance Amendment #2025-11

Recommended Action: Motion to approve Budget Ordinance Amendment #2025 -11

ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 24/25

BUDGET ORDINANCE AMENDMENT #2025-11

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2025:

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

<u>Appropriations</u>	<u>Increase</u>
Fire	\$47,492.80
Non-Departmental	\$10,600
Parks & Recreation	\$3,000

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance-General Fund	\$35,467
Grants-Swansboro TDA	\$3,000
Sidewalk in Lieu	\$10,600
Miscellaneous Income	\$3,700
Donations-Fire	\$2,000
Cost Recovery	\$6,325.80

Section 2. To amend the Capital Reserve Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Sidewalks	\$10,600

<u>Revenues</u>	<u>Increase</u>
Transfer from General Fund	\$10,600

Section 3. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, June 10, 2025.

Attest:

William Justice, Mayor

Alissa Fender, Town Clerk