



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2024-11**

Board Meeting Date: **June 25, 2024**

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 \$2,350 to be transferred to the Capital Reserve Fund.

Source: Sidewalk Development Fee

2. Non-Departmental: Occupancy tax exceeded the budgeted amount for FY 23/24 by \$11,186. The net proceeds of the tax collected to the authority shall be the gross proceeds of the tax less the 3% cost to the town of administering the tax.

Source of Funds: Taxes-Occupancy

3. Non-Departmental: Property & liability/workers' compensation annual premium exceeded the anticipated budget for FY 23/24 by \$19,532. The increase was due to changes made at renewal, an increase in property values, and loss ratio.
(Property & Liability-\$14,700/Workers' Compensation-\$4,832)

Source of Funds-Appropriated Fund Balance

4. Non-Departmental: A budget amendment was approved for \$101,450 on August 28, 2023 for the bulkhead replacement. To recoup some of the cost, staff sought funding from the Swansboro TDA and Onslow County TDA, each providing \$12,500. The Permit/Design Fees for this project were exhausted due to all the additional permit work that was required from the bulkhead failure and other required work by Kathy Vinson and the engineer.

Grants-Swansboro TDA/Grants-Various

5. Police Department: The Town was awarded several Walmart Community Grants totaling \$6,750 for the Police Department.

Source of Funds: Grants-Police

Action: _____

6. Admin Services: Due to retirement, payment of accrued vacation leave to include retirement benefits of \$22,137 needs to be disbursed.

Source of Funds: Appropriated Fund Balance

7. Legal Department: Additional funds are needed in the amount of \$10,000 for the Legal Department to pay for unfunded legal fees projected through June 30, 2024.

Source of Funds-Appropriated Fund Balance

8. Finance Department: The projected payment for services to Onslow County to collect taxes exceeded the budgeted amount by \$3,000.

Source of Funds-Appropriated Fund Balance

9. Fire Department: Additional funds of \$5,000 are needed for fuel costs due to the increase in calls.

Source of Funds-Appropriated Fund Balance

10. Public Works-Streets: The Board of Commissioners directed staff to purchase additional Christmas Lights in the amount of \$9,000.

Source of Funds-Appropriated Fund Balance

Background Attachment(s): Budget Ordinance Amendment #2024-11

Recommended Action: Motion to approve Budget Ordinance Amendment #2024-11

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 23/24

BUDGET ORDINANCE AMENDMENT #2024-11

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, 2024:

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

<u>Appropriations</u>	<u>Increase</u>
Non-Departmental	\$58,068
Police	\$6,750
Admin Services	\$22,137
Legal	\$10,000
Finance	\$3,000
Fire	\$5,000
Public Works-Streets	\$9,000

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$68,669
Sidewalk Development Fee	\$2,350
Taxes-Occupancy	\$11,186
Grants-Police	\$6,750
Grants-Various	\$12,500
Grants-Swansboro TDA	\$12,500

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

Transfer In:	
Transfer from General Fund into Capital Reserve	\$2,350
Sidewalk Development Fee	\$2,350

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 25, 2024.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk