



**Town of Holden Beach
Board of Commissioners
Special Meeting**

**Wednesday, February 14, 2024
1:00 PM**

**Holden Beach Town Hall
Public Assembly**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' SPECIAL MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
WEDNESDAY, FEBRUARY 14, 2024 – 1:00 P.M.**

1. Call to Order
2. Public Comment
3. Budget Workshop
 - a. Governing Body (Page 1)
 - b. Administration (Page 2)
 - c. Inspections (Page 3)
 - d. Police (Page 4)
 - e. Capital Improvement Plan and Projects (Pages 5 – 6)
4. Adjournment

* Visit <https://www.facebook.com/holdenbeachtownhall/> to watch the livestream of the meeting. Public comments can be submitted to heather@hbtownhall.com prior to 9:00 a.m. on February 14, 2024.

REVENUE & EXPENDITURE STATEMENT

07/01/2023 To 06/30/2024

TOWN OF HOLDEN BEACH

Account	FY 23 Actual	FY 24 Budget (\$)	FY 24 YTD With Encumbrance (\$)	FY24 Remaining Balance (\$)	FY 24 % Used	Budget Comments
10 General Fund						
Expenditure						
0410 0410						
10-0410-0200 SALARIES	7,200.00	7,800.00	4,250.00	3,550.00	54	BOC
10-0410-0400 PROFESSIONAL SERVICES	77,357.35	113,000.00	59,287.85	53,712.15	52	auditor, attorney
10-0410-0500 GOVERNING BODY - FICA	550.86	599.00	325.16	273.84	54	
10-0410-1100 COMMUNICATIONS	1,039.47	7,644.00	4,161.03	3,482.97	54	cloud, online ordinances, phones
10-0410-1200 PUBLIC RELATIONS	48.91	1,500.00	416.30	1,083.70	28	projector
10-0410-1300 COMMUNITY EVENTS	540.00	1,500.00	1,086.16	413.84	72	catering, etc.
10-0410-1400 TRAVEL	4,378.80	2,000.00	1,050.00	950.00	53	BOC classes
10-0410-1401 AB-TRAVEL & TRAINING	1,139.76	1,250.00	0.00	1,250.00	0	other boards
10-0410-1500 HURRICANE PREPARATION	746.88	2,100.00	0.00	2,100.00	0	food, satellite phones
10-0410-1700 DECORATIONS	357.56	500.00	0.00	500.00	0	flags, events
10-0410-2600 ADVERTISING	2,261.20	1,500.00	1,500.00	0.00	100	public hearings, bids
10-0410-2601 AB-ADVERTISING MEETINGS	194.19	500.00	0.00	500.00	0	BOA, P&Z ads
10-0410-3000 HOLDEN BEACH FLAG	0.00	500.00	0.00	500.00	0	
10-0410-3301 AB-SUPPLIES & MATERIALS	3,760.37	4,100.00	1,286.13	2,813.87	31	books, materials for packets
10-0410-5800 OPERATIONAL CONTINGENCIES	4,215.87	23,853.00	2,698.80	21,154.20	11	bank service fees
10-0410-7401 NEW TOWN HALL DEBT SERVICE	200,000.00	200,000.00	0.00	200,000.00	0	
10-0410-7405 NEW TOWN HALL OPS, MAINT AND RI	89,720.72	94,904.00	44,866.96	50,037.04	47	lights, cleaning, pest control, windows, carpets, generator, fire alarm, repairs, HVAC maintenance
10-0410-9100 CONTRIBUTIONS	2,500.00	11,250.00	2,500.00	8,750.00	22	
10-0410-9500 TRANSFER TO BPART FUND	274,395.00	783,083.00	0.00	783,083.00	0	
0410 0410 Subtotal	\$670,406.94	\$1,257,583.00	\$123,428.39	\$1,134,154.61	10	

Account	FY 23 Actual	FY 24 Budget (\$)	FY 24 YTD With Encumbrance (\$)	FY24 Remaining Balance (\$)	FY 24 % Used	Budget Comments
10 General Fund						
Expenditure						
0420 0420						
10-0420-0200 SALARIES	422,348.70	432,383.00	281,615.06	150,767.94	65	5 FTE
10-0420-0300 SALARIES - OVERTIME	1,098.90	4,984.00	1,469.85	3,514.15	29	
10-0420-0500 FICA	31,475.37	33,459.00	21,089.37	12,369.63	63	
10-0420-0600 GROUP INSURANCE	61,012.76	89,255.00	19,043.43	70,211.57	21	
10-0420-0700 RETIREMENT	50,766.64	44,393.00	36,115.21	8,277.79	81	
10-0420-0800 401K EMPLOYERS MATCH	15,589.92	19,513.00	10,004.00	9,509.00	51	
10-0420-1100 COMMUNICATIONS	29,722.21	51,045.00	31,437.56	19,607.44	62	cloud, phones, internet, mailings
10-0420-1200 PRINTING	3,466.91	6,000.00	1,986.33	4,013.67	33	decals, letterhead, envelopes
10-0420-1300 TAX SOFTWARE	43,505.00	40,000.00	12,849.06	27,150.94	32	new financial software
10-0420-1400 TRAVEL & TRAINING	8,002.82	8,000.00	2,462.59	5,537.41	31	
10-0420-1600 M & R - EQUIPMENT	0.00	3,500.00	0.00	3,500.00	0	
10-0420-2600 ADVERTISING	124.32	1,000.00	995.23	4.77	100	unpaid taxes, jobs, hearings, bids
10-0420-3300 DEPT SUPPLIES & MATERIALS	5,863.30	8,000.00	1,806.15	6,193.85	23	
10-0420-3600 UNIFORMS	80.00	1,000.00	178.47	821.53	18	
10-0420-3800 REWARDS AND WELLNESS PRGR	1,950.99	2,000.00	969.88	1,030.12	48	water, employee programs
10-0420-4100 SAFETY PROGRAMS ALL DEPTS	990.43	1,500.00	702.19	797.81	47	first aid, CPR
10-0420-4500 CONTRACTED SERVICES	19,979.76	42,655.00	8,084.29	34,570.71	19	software support
10-0420-5300 DUES & SUBSCRIPTIONS	3,938.03	4,000.00	3,395.53	604.47	85	NCLM, COG, NC Resort Towns, employee dues
10-0420-5400 INSURANCE & BONDS	80,330.33	90,500.00	90,446.64	53.36	100	property & liability
10-0420-6600 EQUIPMENT	11,837.87	20,000.00	13,803.53	6,196.47	69	copiers, postage machine, folder, printers
10-0420-9000 DEBT INTEREST	38,240.91	30,174.00	0.00	30,174.00	0	New townhall debt interest
0420 0420 Subtotal	\$830,325.17	\$933,361.00	\$538,454.37	\$394,906.63	58	

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10 General Fund						
Expenditure						
0540 0540						
10-0540-0200 SALARIES	196,047.51	255,295.00	93,697.43	161,597.57	37	4 FTE Rhonda retired, Current position holder Makes Less money.
10-0540-0300 SALARIES OVERTIME	4,147.14	3,500.00	930.21	2,569.79	27	
10-0540-0500 FICA	14,742.15	19,798.00	7,076.40	12,721.60	36	
10-0540-0600 GROUP INSURANCE	48,310.44	64,792.00	15,263.97	49,528.03	24	
10-0540-0700 RETIREMENT	23,548.66	26,268.00	12,036.94	14,231.06	46	
10-0540-0800 401K EMPLOYERS MATCH	7,035.67	12,215.00	2,670.95	9,544.05	22	
10-0540-1100 COMMUNICATIONS	3,514.81	16,000.00	7,546.35	8,453.65	47	
10-0540-1200 PRINTING	1,273.33	1,800.00	55.57	1,744.43	3	CRS NFIP documents for points, boards and Notifications-1200
10-0540-1400 TRAVEL & TRAINING	6,168.93	12,000.00	1,648.79	10,351.21	14	Con-Ed, Standard Courses, NFIP Training. + Training delayed this year because of being Shortstaffed and Retirement
10-0540-1700 M & R - VEHICLES	67.20	5,500.00	463.72	5,036.28	8	Maintenance incomplete for this year, two trucks scheduled for service Un expected failures
10-0540-2600 ADVERTISING	542.59	2,000.00	65.20	1,934.80	3	Covers notices for Meetings/ rezonings, text ammendments
10-0540-3100 GAS, OIL & TIRES	3,405.02	6,000.00	1,529.61	4,470.39	25	Covers Daily Fuel/Classes/Meetings /Agency Meetings
10-0540-3300 DEPT SUPPLIES & MATERIALS	3,676.40	5,000.00	3,211.67	1,788.33	64	Covers Departmental Supplies and Materials+ mailings still needed for Folders ETC.
10-0540-3600 BUILDING INSP - UNIFORMS	1,393.70	2,500.00	995.60	1,504.40	40	Uniforms
10-0540-4500 CONTRACTED SERVICES	11,296.20	28,260.00	17,071.35	11,188.65	60	Covers outside professional needs for surveys, plan designs/Vendors for contractors informational meeting, possibly attorney/new Permitting Program
10-0540-5300 DUES & SUBSCRIPTIONS	1,442.82	2,000.00	537.34	1,462.66	27	Associated Agencies, And Membership for Cost Reductions on Education APA, NCBIA,NFIP,FPM, Permit Tech Association, CPM,
10-0540-6900 HOMEOWNERS' RECOVERY FUND	513.00	1,300.00	103.50	1,196.50	8	Collected funds as Mandated by the Homeowners recovery statute.
10-0540-7000 EQUIPMENT PURCHASE	8,642.27	10,000.00	5,708.37	4,291.63	57	Tools Equipment,Computers Printers, test equipment,
10-0540-7400 CAPITAL OUTLAY - VEHICLE	0.00	51,240.00	50,240.00	1,000.00	98	Truck Purchased Last year, retired a truck from 2006
0540 0540 Subtotal	\$335,767.84	\$525,468.00	\$220,852.97	\$304,615.03	42	

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10 General Fund						
Expenditure						
0510 0510						
10-0510-0200 SALARIES	539,268.74	637,531.00	357,952.35	279,578.65	56 11 FTE	
10-0510-0300 SALARIES - OVERTIME	24,119.22	82,658.00	17,668.09	64,989.91	21	
10-0510-0500 FICA	41,237.60	56,115.00	27,653.03	28,461.97	49	
10-0510-0600 GROUP INSURANCE	115,602.53	178,178.00	34,221.48	143,956.52	19	
10-0510-0700 RETIREMENT	71,083.71	91,405.00	50,733.88	40,671.12	56	
10-0510-0900 PD EMPLOYER'S 401K CONTRIBUTION	26,019.58	36,009.00	2,287.82	33,721.18	6	
10-0510-1100 COMMUNICATIONS	34,322.75	41,500.00	26,160.78	15,339.22	63	CAD, DCI, cloud, phones, copier, fax, email
10-0510-1400 TRAVEL & TRAINING	7,986.79	8,000.00	2,185.05	5,814.95	27	Starting 2024 training - expect 80-100%
10-0510-1401 COMMUNITY WATCH	0.00	500.00	0.00	500.00	0	Donation to BS&R (100%)
10-0510-1600 M & R - EQUIPMENT	2,188.79	4,000.00	263.30	3,736.70	7	Expect 100%+ (Radios)
10-0510-1700 M & R - VEHICLES	3,589.12	7,150.00	4,395.12	2,754.88	61	Expect 90-100%
10-0510-3100 GAS, OIL & TIRES	30,948.40	40,000.00	11,345.35	28,654.65	28	Expect 60-75%
10-0510-3300 DEPT SUPPLIES & MATERIALS	4,354.14	5,000.00	1,394.51	3,605.49	28	Expect 70-85%
10-0510-3600 UNIFORMS	2,551.42	10,000.00	4,424.64	5,575.36	44	Expect 70-85%
10-0510-6600 POLICE INOCULATIONS	700.00	2,500.00	2,450.00	50.00	98	Expect 120% (+/- \$3,000)
10-0510-7000 EQUIPMENT	23,400.91	20,000.00	13,730.21	6,269.79	69	Expect 100%+ (Radios)
10-0510-7400 CAPITAL OUTLAY - VEHICLE	88,749.90	0.00	0.00	0.00		Did not replace a vehicle this year
0510 0510 Subtotal	\$927,353.70	\$1,220,546.00	\$556,865.61	\$663,680.39	46	

CIP REVENUES										
	FY	FY	FY	FY	FY	FY	FY	FY	FY	% of CIP
	23/24	24/25	25/26	26/27	27/28	Total	Revenues	Revenues	Revenues	Revenues
General Fund - Operating Revenues	356,685	143,418	242,719	250,676	0	993,498	993,498	993,498	993,498	5.11%
Direct Appropriations Fed/State	100,000	1,500,000	300,000	200,000		2,100,000	2,100,000	2,100,000	2,100,000	10.79%
Stormwater FB Appropriation	200,000									
General Fund Total	456,685	1,643,418	542,719	450,676	0	3,093,498	3,093,498	3,093,498	3,093,498	15.90%
Water Sewer Fund - Operating Revenues	494,682	96,500	136,000	99,500	139,000	965,682	965,682	965,682	965,682	4.96%
Water and Sewer LEASE DEBT PROCEEDS vac	64,773	64,773				129,546	129,546	129,546	129,546	0.67%
WS Fund Balance	48,318					48,318	48,318	48,318	48,318	0.25%
Water Sewer Debt Proceeds	1,000,900					1,000,000	1,000,000	1,000,000	1,000,000	5.14%
EPA STAG	2,690,000					2,690,000	2,690,000	2,690,000	2,690,000	13.83%
USDA Grant/loan Proceeds		1,750,000				1,750,000	1,750,000	1,750,000	1,750,000	8.99%
Water Sewer Fund - Revenues total	4,297,773	1,911,273	136,000	99,500	139,000	6,583,546	6,583,546	6,583,546	6,583,546	33.84%
Beach Parks Access Rec Tourism										
CAMA grant	50,000	500,000				550,000.00	550,000.00	550,000.00	550,000.00	2.8%
BPART fund balance appropriation/installment financing	500,000	500,000				1,000,000	1,000,000	1,000,000	1,000,000	5.14%
Transfer from General Fund	783,083	500,000				1,283,083	1,283,083	1,283,083	1,283,083	6.59%
BPART Operating revenues	762,867	1,060,000	130,000	55,000	255,000	2,262,867	2,262,867	2,262,867	2,262,867	11.63%
PARTF Grant		500,000				500,000	500,000	500,000	500,000	2.57%
Transfer from Beach&Inlet Management fund	346,920	83,096	383,096			813,112	813,112	813,112	813,112	4.18%
BPART TOTAL	2,442,870	3,143,096	513,096	55,000	255,000	6,409,062	6,409,062	6,409,062	6,409,062	32.94%
Canal Dredging Special Revenue Fund										
Holden Beach Harbor	1,302,421					1,302,421	1,302,421	1,302,421	1,302,421	38.64%
Harbor Acres	1,259,737					1,259,737	1,259,737	1,259,737	1,259,737	37.37%
Heritage Harbor	808,754					808,754	808,754	808,754	808,754	23.99%
Canal Dredging TOTAL	3,370,911					3,370,911	3,370,911	3,370,911	3,370,911	17.32%
TOTAL	10,568,239	6,697,787	1,191,815	605,176	394,000	19,457,017	19,457,017	19,457,017	19,457,017	100%

CIP EXPENSES										
	FY	FY	FY	FY	FY	FY	FY	FY	FY	% of CIP
	23/24	24/25	25/26	26/27	27/28	Total	Expenses	Expenses	Expenses	Expenses
General Fund										
Streets Resurface										
High Point	111,685					111,685	111,685	111,685	111,685	0.57%
Heron, Lois, Lumberton		105,418				105,418	105,418	105,418	105,418	0.54%
Swordfish, Charlotte			102,719			102,719	102,719	102,719	102,719	0.53%
Burlington, Heron Land Wynd				127,676		127,676	127,676	127,676	127,676	0.66%

StormwaterPrograms	300,000	1,500,000	300,000	200,000	2,300,000	11.82%
Inspection Vehicle	45,000		55,000		100,000	0.51%
Police Vehicle	0		85,000	0	170,000	0.87%
Sanitation Dump Truck					0	0.00%
Streets/Sanitation truck		38,000		38,000	76,000	0.39%
General Fund Total	456,685	1,643,418	542,719	450,676	3,093,498	15.90%

	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	Total Expenses	% of CIP Expenses
Water and Sewer							
Lift Station 2 (Greensboro) Hazard Mitigation	4,000,000					4,000,000	20.56%
Water Tower Two Truck		1,750,000				1,750,000	8.99%
Vac Truck lease	38,000		38,000		38,000	114,000	0.59%
FIRE HYDRANT REPLACEMENT	64,773	64,773				129,546	0.67%
796 OBW	20,000	20,000	20,000	20,000	20,000	100,000	0.51%
Lift Station Genset replacement Program	100,000					100,000	0.51%
Water and Sewer Fund Total	4,297,773	1,911,273	136,000	79,500	81,000	390,000	2.00%
						6,583,546	33.84%

	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	Total Expenses	% of CIP Expenses
Beach Parks Access Rec Tourism							
Playground Equip./ Parks&rec facilities		205,000	75,000		200,000	480,000	2.47%
Part sailfish		500,000				500,000	2.57%
Walkways	217,000	55,000	55,000	55,000	55,000	437,000	2.25%
USACE Study (CSRM)	50,000					50,000	0.26%
Public restroom	200,000					700,000	3.60%
Sand Search	30,000					30,000	0.15%
Block Q Development (Trailer ph1; restroom ph2)	300,000					800,000	4.11%
Pavilion						300,000	1.54%
BPART vehicle	50,000					50,000	0.26%
441 Acquisition and Improvements	1,248,950	1,000,000				2,248,950	11.56%
Lockwood Folly (Maintenance&Crossing)	346,920	83,096	383,096			813,112	4.18%
BPART Total	2,442,870	3,143,096	513,096	55,000	255,000	6,409,062	32.94%

	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	Total Expenses	% of CIP Expenses
Canal Dredging Special Revenue							
Holden Beach Harbor	1,302,421					1,302,421	6.59%
Harbor Acres	1,259,737					1,259,737	6.47%
Heritage Harbor	808,754					808,754	4.16%
Canal Dredging Special Revenue Total	3,370,911					3,370,911	17.32%
TOTAL - ALL FUNDS	10,568,239	6,697,787	1,191,815	605,176	394,000	19,457,017	100%