



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

**Thursday, January 25, 2024
5:30 PM**

**Holden Beach Town Hall
Public Assembly**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' SPECIAL MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
THURSDAY, JANUARY 25, 2024 – 5:30 P.M.**

1. Call to Order
2. Public Comment
3. Discuss Budget Goals and Objectives – Mayor Pro Tem Myers
4. Discuss Approach for Reviewing Budget Items - Mayor Pro Tem Myers
5. Discuss Approach for Categorizing and Prioritizing Budget Items – Mayor Pro Tem Myers
6. Discuss the Proposed Budget Meeting Agenda Topics - Mayor Pro Tem Myers
7. Discuss the Proposed Budget Meeting Schedule - Mayor Pro Tem Myers
8. 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 12:00 p.m. on January 25, 2024.

Last Year's Objectives
Proposed BOC Objectives for Fiscal Year 2023/2024

Capital Project Plan & Program

Army Corps of Engineers CSDR, pier, stormwater, water tower needs assessment and possible construction of a second water tower, Block Q, ADA/ABA compliant beach access plan and implementation, sewer system, paid parking adjustments, 796 Ocean Boulevard West property and restrooms

Amenities/Park and Rec

Delineation of marsh between Greensboro and Scotch Bonnet streets. Determine issues with erosion, if bulkheading needs to occur and what needs to be done to preserve and repair the fitness area

Boat Ramp

Complete no wake zone requirements in the waterway under the bridge; No wake zone (federal)

General

Monitor the proposed changes to Inlet Hazard Areas and how this could impact property values, construction and insurance rates

Develop a plan to enforce North Carolina laws governing LSVs (golf carts) on the island. No more excuses!

Ocean Boulevard Paving/Bike Lanes

Infrastructure

Easement from east end of Heron Landing Wynd

Finance/Budget

Budget meeting procedures must be improved. At least three meetings will be scheduled (not to include BOC setting objectives) and spreadsheets/documents must be available to the Board members at least at the time of the publication of meeting notice (48 hours in advance)

Redefine policy for the capital reserve fund for beach renourishment to restrict its use solely for physical beach renourishment and define the annual revenue streams for implementation during fiscal year 2023/2024

Provide BOC with a final report on internal control modifications/improvements (TM)

Transfer money from the General Fund to the Beach and Inlet CRF as defined by the existing policy (BOC & TM)

Improve Budget Transparency

Create specific budget section within BPART for a pier property project with sufficient detail to track revenues and expenses related to the access lot, building renovation, parking lot (including RV slots) and pier (TM)

Expand detail in budget lines covering professional services to enable understanding of which firm has received reimbursement and for what purpose (TM)

Upgrade budget message document to include details and pie charts on relative departmental and types of expenses as well as full details on debt service schedules (as was done in the FY 18/19 report) (TM)

Policies and Procedures

Define priority enforcement and compliance objectives (BOC) followed by a plan to address the objectives (BOC & TM)

Certain of the Inspections/Code Enforcement Department policies and practices needs to be reviewed and modified/modernized to improve efficiency and transparency

Board review and update as needed of all departments' complaint policies and procedures and then ensure and communicate links to all necessary information and forms

An overall review of personnel policies must be undertaken with the intent to propose changes that will improve staff retention and development

Evergreens

Balance the budget while preserving the minimum fund balance as defined by the Board

Do our best to balance the budget without raising taxes

Ensure the Town meets or exceeds annual financial budget goals

Work together for the good of Holden Beach

Raise revenues

Continue to support LWI access to ocean

Ensure the Town achieves an unmodified opinion rating on annual fiscal audit

Ensure qualified resources are available to perform audit and accounting procedures

to ensure there are no material deficiencies noted in the annual fiscal audit

Maintain an up-to-date strategy to protect the beach and dune system and ensure adequate budget for implementation of plans (including soil sampling and plant modification where appropriate)

Support and participate in beach and inlet related advocacy efforts at local, state and federal level (TM)

- a. Develop advocacy strategy, plan and material for county and state efforts and implement the plan
- b. Review and as appropriate amend directions to Ward and Smith for federal advocacy
- c. Support and participate in advocacy efforts at any level as appropriate

Proposed Meeting Calendar

January – Orientation, Training, Budget Kick-Off

- January 5 – 6:30 PM - Special Meeting – Rules of Procedure, Meeting Calendar
- January 9-10 - New Commissioner Staff Orientation Sessions
- January 18-19 – New Commissioner Training Sessions (Wilmington)
- January 23 – 5:00 PM - BOC Meeting
- January 25 - 5:30 PM - Budget Meeting - Kick-off & Planning

February – Review Current Budgets & Status

- February 7 – 2:00 PM - Budget Meeting – Public Works and Parks and Recreation
- February 14 – 1:00 PM - Budget Meeting – Governing Body, Admin, Inspections, Police, CIP and Projects
- February 20 – 2:00 PM - Budget Meeting Goal Setting/Priorities
- February 20 – 5:00 PM - BOC Meeting
- February 29 – 5:00 PM – Pier Plan

March – Department Input & Budget Requests

- March 8 – 2:00 PM - Budget Meeting – Public Works and Parks and Recreation
- March 13 – 2:00 PM - Budget Meeting – Governing Body, Admin, Inspections, Police and Canal Funds
- March 18 – 5PM – CIP and Projects
- March 19 – 5:00 PM - Regular BOC Meeting

April – Budget Preparation

- April 3 – 3:00 PM - Budget Meeting – General Fund Revenue and Tax Rate
- April 12 – 3:00 PM - Budget Meeting –BPART Fund Revenue
- April 16 – 5:00 PM - Regular BOC Meeting
- April 18 – TBD (Morning) - Listening Session
- April 30 – 5:30 PM - Budget Meeting – Expense Summary

May – Resolve Budget to Arrive at Budget Message

- May 2 – 5:30 PM - Budget Meeting – Budget Revisions
- May 7 – 3:00 PM - Budget Meeting – Budget Revisions
- May 14 – 5:30 PM - Budget Meeting - Draft Budget
- May 21 – 5:00 PM - Regular BOC Meeting
- May 22 – 3:00 PM - Budget Meeting - Public Presentation/Input on Draft Budget
- May 29 – 3:00 PM - Budget Meeting – Draft Budget
- May 31 (NLT June 1) Budget Message Released

June – Public Input and Budget Tweaks

- June 3 – 5:30 PM - Budget Meeting - Revisions
- June 7 – 3:00 PM - Budget Meeting - Revisions
- June 12 – 3:00 PM - Budget Meeting - Revisions
- June 18 – 5:00 PM - Regular BOC Meeting
- June 18 – 5:00 PM - Budget Public Hearing as part of BOC Mtg
- June 20 – 5:30 PM - Budget Meeting – Final Changes
- June 25 – 3:00 PM - Budget Meeting - Final Changes
- June 30 – Must adopt Budget NLT

Department Budget meeting expectations:

- Provide a detailed presentation of budget line items including
 - Last year spend
 - This year YTD spend and FY Outlook
 - Next year's Budget proposal with priorities identified

****Please plan on recessing to another date if scheduled meetings surpass three hours.**