



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

**Friday, March 8, 2024  
4:00 PM**

**Holden Beach Town Hall  
Public Assembly**



**TOWN OF HOLDEN BEACH  
BOARD OF COMMISSIONERS' SPECIAL MEETING  
HOLDEN BEACH TOWN HALL - PUBLIC ASSEMBLY  
FRIDAY, MARCH 8, 2024 - 4:00 P.M.**

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1. Call to Order
2. Public Comment
3. Budget Workshop
  - a. Proposed Objectives for Fiscal Year 2024/2025
  - b. Parks & Recreation
  - c. Public Works
4. Adjournment

\* Visit <https://www.facebook.com/holdenbeachtownhall/> to watch the livestream of the meeting. Public comments can be submitted to [heather@hbtownhall.com](mailto:heather@hbtownhall.com) prior to 9:00 a.m. on March 8, 2024.

## Proposed BOC Objectives for Fiscal Year 2024/2025

### Must Do – Core Service

- ADA Compliance - Complete all obligations per the agreement

### Must Do – Protecting Property

- Transfer money from the General Fund to the Beach and Inlet CRF as defined by the existing policy (BOC & TM); Adherence to fund balance policy for funding beach and inlet capital reserves

### Should Do – Protecting Property

- Evaluate stormwater study recommendations and develop implementation plan including funding
- Investigate and possibly plan for the fire station including funding requirements
- Monitor the proposed changes to Inlet Hazard Areas and how this could impact property values, construction and insurance rates. Assist when appropriate to scope IHA recommendations to the benefit of Holden Beach
- Inclusion of beach nourishment plans and funding in the CIP
- 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 2024/2025

### Should Do – Amenities

- ADA compliant bathhouse
- Take action on 796 OBW

### Should Do – Core Services

- Completion of water system assessment (water tower) and corresponding update of the CIP
- Complete pump station 2 upgrade
- Improve audio/video at Town meetings
- Updated Town website and improved communications with citizens
- Lobbyist – review cost/benefit analysis

### Should Do

- Continue to support and monitor Lockwood Folly Inlet access to the ocean
- 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)

### **Like to Do – Core Services**

- Investigate vacuum bypass system

### **Nice to Have – Amenities**

- Create a plan for the pavilion, including funding requirements
- Create a site plan for Block Q, including funding requirements
- Repair parcourse marsh between Greensboro and Scotch Bonnet Drive, consider move to area not flooding
- Consider a location to have pickleball courts to free basketball court
- Assess existing parks & rec facilities, playground equipment for maintenance, repair or replacement

### **Nice to Have**

- Review and update paid parking program (e.g. rates, fines, rate structure, season, festival parking)

### **Goals**

- Balance the budget without raising taxes; no tax increase
- Maintain required reserves in the General Fund
- 90% budget execution excluding contingency items, spend what you asked for
- Assess water and sewer reserve funds to ensure they can satisfy short and long-term needs

### **Not Categorized**

- Pier
  - Develop long-term plan
  - Create a committee with specific tasker to analyze pier options - MUST include cost analysis (including maintenance and operating cost) and how each option would be funded long-term (Repair?/Rebuild?/Sell?/Do nothing?)
  - Pier Building – Develop long-term plan – does not have to be tied to the pier plan
  - Need bid on repairs after changing scope of work
  - Repair/replace
  - Consider forming a pier committee
  - Business plan for the pier properties (structure and building) including funding requirements
  - Develop project plan for the pier property, including PARTF requirements, the desired end state of the pier property, phasing to accomplish, rough order costs/phase and funding strategies (non-critical/other)

Expenses		
TRANS COUNTY ACCOM TAX	\$673,084.00	i
DEBT SERVICE CENTRAL REACH	\$ 1,200,000.00	
Debt Service on Pier		
Interest on CRII		
Transfer to CRF Beach Re-nourishment		
SALARIES	\$103,499.94	
OVERTIME		
FICA	\$7,917.75	
GROUP INSURANCE	\$16,198.00	
RETIREMENT REC	\$13,299.74	
401K EMPLOYERS CONTRIBUTION	\$2,473.50	
Internship	\$6,240.00	
PROFESSIONAL SERVICES	\$128,800.00	d
441 OBW - Reno and Repair		
441-Professional Services		
441-utilities and insurance	\$34,000.00	
796 OBW (water asset)		
Debt Service 441 OBW	\$191,072.00	
Debt Service Block Q	\$333,334.00	
Block Q Projects	\$710,000.00	
Block Q Professional Services		
SALARIES COURTESY PATROL		
FICA COURTESY PATROL		
ATM-CONTRACT FEES		
PROFESSIONAL SERVICES-MAINLAND	\$2,000.00	
PROFESSIONAL SERVICES-BEACH	\$15,000.00	
RECREATION PROGRAMS	\$11,500.00	
BEAUTIFICATION CLUB	\$11,580.00	
JORDAN BOULEVARD OPS	\$42,000.00	d
PARKS AND REC UTILITIES	\$1,000.00	d
STARFISH FIRE SUBSTATION UP		
DOG PARK	\$500.00	
COMMUNICATIONS	\$8,000.00	
GAS, OIL, TIRES	\$4,000.00	d
STARFISH FIRE SUBSTATION OP	\$5,000.00	d
Debt Interest	\$158,027.00	d
TRAVEL AND TRAINING	\$18,700.00	d
PUBLIC RESTROOMS	\$25,000.00	d
BEACH EQUIPMENT MAINTENANCE	\$1,000.00	
BEACH VEGETATION	\$30,000.00	d
SHORELINE MONITORING	\$30,000.00	
DEBRIS REMOVAL	\$65,000.00	d
FESTIVAL ,SECURITY	\$2,400.00	
CONCERTS	\$40,000.00	i
HOLDEN BEACH PROMOTION	\$32,000.00	

40 hours x \$13 x 12 weeks  
140700 Ward and Smith through December; \$ 9725 month+\$2000 month for year (93800 BPART; 46900 Canal dredging); ; sand search completion; 25000 atm annual monitoring; 10K atto

repairs and remodel/  
pier design proposal  
porta Johns, insurance, bathroom cleaning, water, electric

stormwater \$150,000/grant match phase 2 bathrooms \$560,000/  
Pinnacle

see professional services  
turkey trap road site  
storm survey to depth of closure and engineer analysis of post storm surveys 1;  
tide dye, camps, easter egg, holiday events (Halloween, Christmas)

contract north side of bridge and irrigation(\$33,012) water and light bill/soil samples/insurance/repairs  
utilities for accesses 114.5 OBW, 109.5; 317 E; 220 E; 170 E; 485 OBW; 101.5 ; 114 Roth

dog bags for collection sites  
cell/computer support/  
maintenance/gas  
insurance/utilities/ garage doors repair and maintenance  
65400 central reach; 82027 pier;10,600 block q

staff conferences and training/  
public restroom summer cleaning and maintenance/porta Johns  
maintenance of beach equipment  
planting

survey transects for beach monitoring/additional west end  
removal of debris from beach/\$60k raking and tilling  
trash for festivals  
contracts for bands  
various advertising outlets TBD; sunglasses; tee shirts; marketing materials/snowflakes

CHAMBER OF COMMERCE CONTRIBUTIONS BPART	\$3,000.00	contribution recipient TBD
ACCESS AND RECREATION WASTE IND 2ND PICK UP	\$3,000.00	
SAND FENCE PROJECT	\$439,970.00	\$6k coquina for parking lots/\$120,000 beach accesses repair and rebuild (40k per walkway*3)/ 801 OBW and Ave E projects plus bathroom Ave E/\$10K Par Course/\$5k trash cans bike racks
POCKET PARK 628 OBW	\$134,735.00	3% increase over last year but also basing on number of water bills.
HALSTEAD PARK	\$30,000.00	repairs and replacement after storm damage
ROTHSCHILD AND DAVIS PARK	\$500.00	
LOCKWOOD FOLLY DREDGING	\$31,000.00	water usage; maintenance; \$25,000 ADA upgrades
Property/Access Acquisition	\$40,000.00	water splash pad use /summer bathroom cleaning/pickleball nets and swing seats/porta Johns concerts
USACE CSDR Study	\$83,096.00	quarterly maintenance plan Corps O&M Budget;
OI Bike Path		
Sailfish Park		
SALARIES BEACH PROJECT OVERTIME BEACH PROJECT	96109.79	
FICA BEACH PROJECT	\$5,467.63	
RETIREMENT BEACH PROJECT	\$7,770.67	.75 of PW salaries (.25 of 3 emp)/
401 K EMPLOYERS BEACH PROJECT	\$13,052.70	
GROUP INSURANCE BEACH PROJECT	\$4,916.40	
CONTRACT SERVICES SANITATION	\$28,346.50	
SALARIES POLICE OVERTIME	\$105,000.00	Rollback(1/2) & Beach Strand Trash (all) ; Yard debris from fund 10 *in FY 24-25 need to add Dumpster for beach trash removal \$20000
FICA		
INSURANCE		
RETIREMENT		
POLICE 401K EMPLOYERS CONTR		
Beach Ranger Salaries	\$20,000.00	2 people per day x 7 days per week x 6 hours x 16 weeks x \$13 + double coverage for holidays and training
Beach Ranger Supplies /Equipment	\$20,910.00	
Beach Ranger Gas Oil tires	\$2,500.00	3 utvs x \$1344/month x 3 months + weekly rates May and Sept + delivery and pickup charges
FICA	\$1,500.00	
	\$4,993,500.62	



## **PUBLIC WORKS DEPARTMENT'S BUDGET REQUESTS**

### **Streets Department**

No big ticket needs

### **Sanitation Department**

No big ticket needs

### **Water & Sewer Department Needs**

- 1 - F-150 truck \$50,242.74
- 1 - 150 kw genset and trailer \$74,642.47
- A/C system at Sewer Pump Station #4 - still trying to get estimate
- Sewer Pump Station #4 needs lower-level louvered panels that are allowing corrosion to components of station replaced with non-louvered panels
- Sewer Pump Station #2 upgrade