



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

**Tuesday, January 17, 2023
5:00 PM**

**Holden Beach Town Hall
Public Assembly**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, JANUARY 17, 2023 - 5:00 P.M.**

1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Approval of Minutes
 - a. Minutes of the Regular Meeting of December 20, 2022 (Pages 1 – 11)
6. Public Comments on Agenda Items
7. Update on Bulkheads - Shane Lippard, Right Angle Engineering (Commissioner Murdock)
(Pages 12 – 14)
8. Discussion and Possible Action on Delineation of Parcourse Area – Commissioner Murdock
9. Discussion and Possible Approval of Resolution 23-01, Resolution Declaring Cost and Ordering Preparation of Preliminary Assessment Roll and Setting Time and Place for Public Hearing on Preliminary Assessment Roll for the Improvement of Seagull Drive – Town Clerk Finnell
(Pages 15 – 16)
10. Discussion and Possible Action on 796 Ocean Boulevard West Preliminary Plans – David Wood, David Wood Inc. Home Designs (Assistant Town Manager Ferguson) (Pages 17 – 20)
11. Request from the Tri-Beach Fire Department to Upgrade Station #2 on Holden Beach – Fire Chief Doug Todd (Town Manager Hewett)
(Page 21)
12. Police Report – Lieutenant Dilworth
(Pages 22 – 25)
13. Inspections Department Report – Inspections Director Evans
(Pages 26 – 28)
14. Discussion and Possible Action on Response to Parking Program Tasker – Town Manager Hewett
(Pages 29 – 32)
15. Discussion and Possible Action on Proposed Budget/Quarterly Meeting Schedule – Town Manager Hewett
(Page 33)

16. Discussion and Possible Action on Setting Board of Commissioners' Objectives for Fiscal Year 2023 -2024 – Commissioner Kwiatkowski
17. Discussion and Possible Action on Proposals Received in Response to the Town's Request for Qualifications for Water System Asset Inventory and Assessment – Public Works Director Clemmons
(Pages 34 – 42, Separate Packets)
18. Discussion and Possible Action on Items Necessary to Implement Recommended Changes to Personnel Pay Plan – Town Manager Hewett
(Pages 43 – 79)
 - a. Authorization of New Position – Finance Officer
 - b. Classification and Pay Plan
 - c. Salary Adjustments
 - d. Ordinance 23-01, An Ordinance Amending Ordinance 22-14, The Revenues and Appropriations Ordinance for Fiscal Year 2022 – 2023 (Amendment No. 9)
 - e. Town Manager Contract Amendment
19. Discussion and Possible Action on Establishing a Regular Schedule for a Facility Condition Inspection of Town-Owned Properties and Facilities which are Primarily Used by the Public – Commissioner Kwiatkowski
(Page 80)
20. Discussion and Appointment of Commissioner to Serve on the Audit Committee – Town Clerk Finnell
(Pages 81 – 83)
21. Public Comments on General Items
22. Town Manager's Report
(Pages 84 – 86)
23. Mayor's Comments
24. Board of Commissioners' Comments
25. Closed Session Pursuant to North Carolina General Statute 143-318.11(a)(3), Consult with the Attorney
26. 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 17, 2023.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, DECEMBER 20, 2022 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, December 20, 2022 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Rick Smith; Commissioners Brian Murdock, Page Dyer, Pat Kwiatkowski and Gerald Arnold; Town Manager David W. Hewett; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Inspections Director Tim Evans; Police Chief Jeremy Dixon; Public Works Director Chris Clemmons; Budget & Fiscal Analyst Daniel McRainey; and Town Attorney Rick Green.

Mayor Holden asked for a moment of silence and called the meeting to order.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Motion by Mayor Pro Tem Smith to add to #7, #7a, Chip Hemmingway and his presentation on what he has done so far on developing a plan for the pier. The Board unanimously approved the amended agenda.

APPROVAL OF MINUTES

Motion by Commissioner Kwiatkowski to approve all four sets of minutes (Special Meeting of October 10, 2022, Special Meeting of November 8, 2022, Regular Meeting November 15, 2022 and Special Meeting of November 29, 2022); second by Mayor Pro Tem Smith; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Jim Bauer stated at certain times the water supply system for the island is not up to snuff, especially during emergency events. He would like to see a place for static water supplies at Block Q and 796 Ocean Boulevard.

Keith Smith would like to see something for teenagers incorporated into the pier plans, like pool tables or a game room. He would like something safe and fun to occupy their time.

DISCUSSION AND POSSIBLE ACTION ON PINNACLE ARCHITECTURE'S DRAFT MASTER SITE PLAN FOR BLOCK Q – RANDY BAKER, PINNACLE ARCHITECTURE

Randy Baker showed a sketch of the proposed parking lot for Block Q. He said the parking lot shown maximizes the area of the site. It closes Carolina Avenue. There is boat parking and regular parking around the perimeter. There is also a toilet house and a small area for maybe a dog park. They need to get some soil borings to move forward. He showed the drainage areas on the sketch.

Town Manager Hewett said we are doing utility locates in the area. Mr. Baker showed drone photos of the area. He said there was some comment on greenspace. Their goal was to maximize the site for parking. Mayor Pro Tem Smith stated he was thinking maybe on the north side, you could have where the boats could pull in off of South Shore Drive and then an area wide enough where they could go back out to the ramp. That would be something that could be ready by the start of the season. He would like to see more greenspace. He said if the Town finds the need, the green space could be transformed back into parking. He described his vision for the area. Commissioner Dyer asked if more handicap spots could be added. Mr. Baker replied yes, those presented meet code. Commissioner Dyer agreed with Mayor Pro Tem Smith that rights-of-way parking is good and to keep some green. The only other concern she has is with the entryway. She suggested utilizing an entryway on Jordan Boulevard or Brunswick Avenue so that lights wouldn't be directed at residences on Quinton. Mayor Pro Tem Smith said the flow could be reversed.

Commissioner Kwiatkowski said she knows they all agree to have the boats along the north. She also agreed that it doesn't need to turn into all parking. Even with the greenspace, underneath that has to be the ultimate plan for if we needed as much parking as possible. Commissioner Kwiatkowski said you could then overlay the space not needed now with green space. If we don't need it now, it needs to be in the master plan and some of it could be repressed. Inspections Director Evans stated it may be advantageous to have open access for bathrooms from public facilities that are adjacent to the area. Commissioner Kwiatkowski suggested that all of the handicap parking doesn't need to be by the restroom; there could be some in the front row, closest to the beach. Mr. Baker said right now he doesn't think there is a sidewalk. If they do something like that, they need to have some sort of handicap access across the roadways.

Mr. Baker said the boat spaces are 64'. He stated he could revise the plan. He may give a couple of options based on what he heard tonight. He would like to find out how many toilet fixtures are required. Right now, the building is 40' x 20'. It will need to be raised off the ground, floodplain level. There will be ramps going up to that level.

The Board allowed questions from the public. Mr. Bauer asked about surface permeability. Mr. Baker explained there are options but what they have shown is asphalt. The Board confirmed (question from Savanna Teneoff, Brunswick Beacon) that the area would be paid parking. Mr. Smith asked what the elevation of the floodplain is. The elevation was discussed. Mr. Bauer said if you pave it with asphalt, the water has to go somewhere. Catch basins and onsite containment were discussed.

CHIP HEMINGWAY, BOWMAN, MURRAY, HEMINGWAY ARCHITECTS – PRESENTATION ON DEVELOPMENT OF PIER PROPERTY

Chip Hemingway reviewed his slideshow. He explained they received the survey right away so he sped up the process. He is still waiting on his structural engineer who is scheduled to come down next week. They measured the existing building and drew the elevations. He showed some pictures of the existing property. He would imagine all of the bolts on the pier and a certain percentage of the cross braces would be replaced. All in all, the pier is in good condition. The handrails don't meet ADA requirements. Some of the handrail structure is insufficient. All of the horizontal members on the handrails need to be replaced and respaced. He said the pier decking seems like it could go a lot longer. He showed pictures of the current pier and provided information on how it could be improved. He said he knows part of the plan is the Hatteras ramp and an ADA walkway for beachgoers to enter the strand from the parking area. They are proposing when you come out of the pier house and walk out to the first ramp, it would be a new structure. Then you would just rehab the rest of the pier's length. For the inside of the pier house, the slab needs to be replaced or repaired. They are suggesting maybe two businesses, a tackle shop where they would sell tickets to walk on the pier and on the other side maybe a new restaurant. Mr. Hemingway said the most important thing they are talking about putting in is the public beach restrooms. He put them on the same side of the handicap access and emergency vehicle access. He talked about having a coffee or an ice cream shop. The amount of outdoor seating and location of the CAMA line was discussed.

Commissioner Kwiatkowski stated she was hoping that there would be some room to have parking that would be dedicated to handicap parking at the 50' lot that was bought for accesses. Unless you could push the emergency road all the way over to the edge of the property, she doesn't see there will be any place for cars to park there. Mr. Hemingway said the one thing he hasn't really worked on is the parking lot. You might be able to get more parking. Commissioner Kwiatkowski stated on the east side of the restaurant there is some outdoor seating designated. She thinks it will inhibit people from cutting through the parking lot to the existing access. Mr. Hemingway explained he laid that out based on the more conservative line. There can be more seating towards the beach, instead of on the side. He thinks the existing beach access should remain as it is now.

Mayor Pro Tem Smith asked if there is a purpose for having that much open space between the last campsite and the seating area. Mr. Hemingway replied he was stopping it where the existing power stubs are located. It could move over if you want to have campers that close to the restaurant. Commissioner Murdock said we if could get a couple more in there and it is wide enough to accommodate their vehicles. Mr. Hemingway will see if he can get one or two more in there. He will clarify the vehicle needs. Commissioner Dyer asked about access to the outside bathrooms. It looks like at the proposed location it would be easier for people from the private campground to utilize them. Mr. Hemingway explained why they are proposed to be located there. Assistant Town Manager Ferguson suggested Mr. Hemingway talk to her and Inspections Director Evans to make sure the grant stipulations are accommodated. Inspections Director Evans provided information on grant specifications. Town Manager Hewett added he shouldn't miss the opportunity to also consult with the fire chief since there is an emergency access.

How to move forward with the inside of the building was discussed. The due diligence documents were discussed. Mr. Hemingway said they will leave as much as they can and repair only what needs to be repaired. For the next visit he should have wrapped this up and they can get into actual design.

ELECTION OF MAYOR PRO TEM

Motion by Commissioner Kwiatkowski to reappoint Rick Smith as mayor pro tem; second by Commissioner Murdock; approved by unanimous vote.

DISCUSSION AND POSSIBLE APPROVAL OF 2023 MEETING SCHEDULE

Motion by Commissioner Kwiatkowski to approve the 2023 Board of Commissioners' Meeting Schedule as presented in the packet, second by Commissioner Arnold; approved by unanimous vote.

Commissioner Murdock said with the amount of business the Town has, he would like to set aside four more days, one every quarter to talk about any business the Board would like to talk about. Two of the meetings could roll into budget meetings. Holding quarterly meetings was discussed. Mayor Pro Tem Smith suggested having the quarterly meetings a couple of days after the regularly scheduled meeting. Commissioner Kwiatkowski agreed, she was thinking March, June, September and December. March and June could accommodate some of what is needed for budget. Town Manager Hewett suggested he could bring a proposed budget schedule to the Board and then figure out the quarterly meetings.

After discussion, the Board agreed that Town Manager Hewett will bring a proposed schedule to the January meeting.

DISCUSSION AND POSSIBLE ACTION ON APPOINTMENT OF CAPE FEAR COUNCIL OF GOVERNMENTS (COG) DELEGATE AND ALTERNATE

Town Clerk Finnell explained the COG requested the Town appoint a delegate and alternate. Currently the delegate is Mayor Holden and the alternate is Mayor Pro Tem Smith. Those positions have been the practice in the past.

Motion by Commissioner Murdock to appoint the mayor as delegate and the mayor pro tem as alternate member; second by Mayor Pro Tem Smith; approved by unanimous vote.

POLICE REPORT – CHIEF DIXON

- Due to the weather approaching this weekend, we have been working on getting in touch with the DOT. Will have freezing weather starting Friday – Tuesday or Wednesday of next week. Drive careful. Remember the bridge freezes before the road. Will try to keep it open, but there is a chance it could be closed due to icy conditions.
- Merry Christmas.

INSPECTIONS REPORT – INSPECTIONS DIRECTOR EVANS

- Very busy. Still averaging 23 – 24 inspections a day. Running about even with previous years, other than the last of the COVID years. Seeing a transition like we normally do when the economy starts to transition. We start seeing where we go from a higher number of new starts to a higher number of new renovations. He talked about trends. Most significant is the number of permits that are active that they constantly monitor on a daily basis. Reviewed numbers on the report.

DISCUSSION AND POSSIBLE ACTION ON ORDINACE 22-28, ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES, SECTION 94.03 FRONTAL DUNE POLICIES AND REGULATIONS

Inspections Director Evans explained that as directed by the Board, staff has prepared a draft amendment based on information provided by the Planning & Zoning Board. This ended up being a housekeeping event for Section 94.03, but it does help with the enforcement of that section.

Commissioner Kwiatkowski inquired about Section 94.03(C)(2)(a)(6). Inspections Director Evans explained when someone comes in and applies for a permit, they have to bring it into compliance if there is currently non-conformance.

Motion by Mayor Pro Tem Smith to approve Ordinance 22-28, Amending the Holden Beach Code of Ordinances, Section 94.03 Frontal Dune Policies and Regulations; second by Commissioner Arnold; approved by unanimous vote.

UPDATE ON BEACH MAT PLAN

Inspections Director Evans said we were in the process of putting together a beach mat plan and we ran into some issues between regulations and policies, things that were in place and were going to be in place. He did everything he would need to make a plan. We have 26 existing walkways. The existing areas for mats that we have identified would be PW1 (east end), PW180 (Quinton), the pier and PW40 (800 block). They think there are four areas for future handicap access - the 800 block, Avenue E, the pier and ramps as available. He reviewed conditions that the Town would need to follow. There are CAMA approval and variances that would be required. You need to make an application, be denied, then apply for a variance. The mats would need to be landward of the static vegetation line and removed in the offseason. For the employee responsibility there would need to be some departmental policy changes, designated responsibility and beach maintenance and placement/removal. Inspections Director Evans provided budgeting costs estimates. We are limited at all of the proposed locations without a policy change at the CRC. It will be easy to draw up a plan. We don't have the budget, but we know where we could put them and what to do when we can get them. When the CRC might make a determination was discussed.

DISCUSSION AND POSSIBLE APPROVAL OF REVISION TO ENGINEERING SERVICES AGREEMENT FOR PUMP STATION #2

Public Works Director Clemmons explained that Green Engineering has prepared a revised contract for sewer lift station #2 engineering services that needs to be approved by the Board before the Town can proceed with the request for bids. It is an increase of \$18,500, \$6,500 for design changes, \$2,000 for

the bidding phase and \$10,000 for the supervision phase. The design changes are just minor changes, giving an additional three feet of buffer before the breakaway walls go in and elevating the hatch another three feet.

Motion by Mayor Pro Tem Smith to approve the revised contract for lift station #2 and to allow the Town staff to proceed with the bid request; second by Commissioner Kwiatkowski; approved by unanimous vote.

Town Manager Hewett pointed out there is a timing issue. We need to work out the proper timing for obtaining bids and receiving the \$2.7 million of federal money.

DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE 22-29, AN ORDINANCE AMENDING ORDINANCE 22-14, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2022 – 2023 (AMENDMENT NO. 7)

Budget and Fiscal Analyst McRainey explained the amendment is to realize the money received from the insurance claim on the Public Works' truck from Hurricane Ian. Approving the amendment will allow the Town to move forward with acquiring a replacement vehicle.

Motion by Mayor Pro Tem Smith to approve Ordinance 22-29, Amending Ordinance 22-14, to revise the appropriations ordinance for 2022- 2023; second by Commissioner Arnold; approved by unanimous vote.

DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE 22-30, AN ORDINANCE AMENDING ORDINANCE 22-14, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2022 – 2023 (AMENDMENT NO. 8)

Budget & Fiscal Analyst McRainey said this amendment is to encumber funds to the Pier Renovation and Repair line for minor repairs that took place after Hurricane Ian and for any upcoming minor repairs prior to the full renovation. Town Manager Hewett added the text in the memo is correct. The actual amendment is not correct. It reads Utilities and Insurance. The intent is to move it to the Pier Renovation and Repair line.

Motion by Commissioner Arnold to pass the ordinance; second by Commissioner Murdock (agreed as corrected); approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON REVISING DISCHARGE OF FIREARMS PROHIBITED; EXCEPTIONS, ORDINANCE 130.01

Commissioner Kwiatkowski explained the background of this item. She said Chief Dixon is willing to bring his suggested modifications to Section 130.01 to the January meeting if the Board agrees.

The Board agreed by consensus.

Chief Dixon said he won't be at the January meeting; February would work better. The Board agreed.

DICUSSION AND POSSIBLE ACTION ON HOW TO ADDRESS CONCERNS WITH 796 OCEAN BOULEVARD WEST (OBW)

Mayor Pro Smith explained the background. An architect is working on a plan of what can be done in the future at 796 OBW. He would like to see if the Board would agree to direct the town manager to solicit bids for painting of the outside; solicit the repair of A/C platforms and steps; and remove the antenna. He also would like to discuss the possibility of receiving bids from rental agencies for rentals to offset the expense of the repairs. The costs for the repairs could be recouped during the summer, then hopefully we can get something in the budget and some plans put together for future use of the building.

Motion by Mayor Pro Tem Smith that we take care of some cosmetic upfits to 796 and possibly explore renting the property on a weekly basis during the summer; second by Commissioner Murdock.

Town Manager Hewett asked what color. The Board agreed the same color. Town Manager Hewett inquired if there are any other specs related to the paint he needs to be aware of. He also asked if Mayor Pro Tem Smith was only talking about the back steps. Mayor Pro Tem Smith agreed. Commissioner Murdock said if the Town were to entertain the use of short-term rentals it would all need to be safe. It may not be just the back steps.

The motion passed by unanimous vote.

DISCUSSION AND POSSIBLE DIRECTION TO TOWN MANAGER TO REVIEW INFORMATION AND SUGGESTIONS FROM HOLDEN BEACH CITIZENS ON THE FIRST YEAR OF PAID PARKING AND RETURN STAFF SUGGESTIONS TO THE BOARD OF COMMISSIONERS AT THE JANUARY MEETING

Mayor Pro Tem Smith explained the information in the packets is what he gathered from residents. He would like the town manager to review the information and return staff suggestions to the Board at the January meeting. He reviewed the questions.

Motion by Mayor Pro Tem Smith to have town manager get with staff and discuss the issues and the suggestions that we have for parking next year and have them ready for us at the January meeting; second by Commissioner Kwiatkowski.

Town Manager Hewett asked about item 9 on the list. Commissioner Kwiatkowski clarified she thinks it means discuss eliminating all rights-of-way parking except in designated parking areas.

The motion passed by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 22-09, RESOLUTION AMENDING THE HOLDEN BEACH FEE SCHEDULE (RECYCLING)

Town Clerk Finnell explained we have received the updated fees from GFL for people who utilize the voluntary curbside recycling program. The 2023 costs for people who participate in the program would go up to \$106.88. It is an increase from the current fee of \$86.37. The fee schedule would need to be amended to move forward.

Motion by Commissioner Kwiatkowski to approve Resolution 22-09, Amending the Holden Beach Fee Schedule for curbside recycling; second by Commissioner Murdock; approved by unanimous vote.

PUBLIC COMMENTS ON GENERAL ITEMS

No comments were made.

TOWN MANAGER'S REPORT

- FEMA CRP 2 – still awaiting the final inspection on the FEMA project. Have been requested to supply additional specific detailed information by FEMA's EHP Office. We are still short about \$600,000 in reimbursements. This deep dive request will require ATM to provide us with some assistance. We anticipate responding back to FEMA within the next two weeks. After that, not sure the final timeline to receive the \$600,000 in remaining reimbursements.
- Ocean Boulevard Resurfacing/Bike Path Status – conversation with the Acting Division Engineer Caitlin Marks said only one bid came in on the project. It was 40% above the DOT's engineer's estimate. The bid came in over \$5 million which automatically sends it to the central office in Raleigh. It was rejected. It will be rebid with two timeframes, one before Memorial Day 2023 (current) and another with an alternative bid between mid-September 2023 and Memorial Day 2024. Ms. Marks said it is not likely that there will be a responsive bid presented for the first option. The alternative is more realistic. That would be pushing the project off for a year.

Mayor Holden said this is embarrassing. Has been promising the public for four years that the bike path was coming. This came as an unbelievable shock. Not only to him, but to the DOT people in the area. Everything keeps going up. Doesn't know where things will end. Apologized, told everyone in good faith it was going to be done.

- 796 OBW – David Woods is working on the preparation of renderings for the Board's consideration. He met last week with Assistant Town Manager Ferguson and Inspections Director Evans to begin the process.
- Pier – CAMA Beach Access Grant for the Hatteras ramp was approved recently in the total amount of just under \$67,000 of which about \$50,000 is state money. This is for the Hatteras ramp, handicap access for the 50' lot adjacent and west of the pier that the Town owns. This will require execution of a standard DCM contract by the Board when we get it. We are working on executing administratively the PARTF grant. There is an administrative requirement to get a second appraisal, which is currently underway. We are anticipating a completion date in the first week of February.
- Federal Budget – expecting passage of the federal budget on December 23rd. There is a total of \$3.8 million earmarked for the Town, \$2.7 million for the sewer lift station, \$100,000 for stormwater and \$1 million for the Coastal Storm Damage Reduction Act. The General Assembly convenes their long session in January. Will be communicating with our legislators to get some of the Town's priorities put forward.
- Seagull Street – Right Angle Engineering has certified the final payout to the contractor. We will have the assessment resolution prepared for the Board's consideration at the January meeting.

Mayor Pro Tem Smith asked about the DOT project. Town Manager Hewett replied it was an informal conversation, but it isn't realistic to expect it will happen. They do need to put it out according to the state's contracting process. The time was short when it was put out and is shorter now. Mayor Holden said if you remember there was a delay because of negative comments.

MAYOR'S COMMENTS

- Town Manager Hewett and so forth went to California to make a presentation about what we are doing on the oceanfront and got accolades for the Town. In the last few days, a town in the Great Lakes has contacted him on some things we are doing. It is amazing how word gets out around the country about a little place like Holden Beach. Really appreciates the work done. There are some good things the country is recognizing us for.
- Christmas Décorations – have received comments on how pretty the Town is. It is nice looking. We had some homes that are really decorated.
- Reminded everyone about docks, walkways and showers outside. Pipes will freeze and burst. If you haven't taken care of it, do whatever you need to do. Will be a tough few days coming up.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Smith

- Thinks it has been a really good year for Holden Beach. We have done a lot of great things this year. Looks forward to working with the Board and staff to continue the projects.
- Thanked the firms for coming in to discuss the Block Q and Pier projects. Thinks as we move forward, they are getting a better idea of what we have envisioned. Those two projects are near and dear to his heart and his fellow commissioners as well.
- Thanked the Public Works Department. They go above and beyond the call of duty.
- Thanked the rest of Town staff for their diligence. Do a whole lot with just a few people. Proud of the work they have done for us this year.
- Thanked all that came out tonight. Thanked the people who participated in the meetings all year long and the ones online who keep up with what we are doing.
- Grateful to have Commissioner Arnold onboard.
- Hopes everyone has a safe Christmas and New Years and we will hit the ground running in 2023.

Commissioner Murdock

- Thanked everyone for coming out. Appreciates the work Town staff does for us on daily basis.
- Appreciates the engineers and the ones working on these important projects. The presentations are very informative. Knows the public really wants to keep abreast of that kind of stuff.
- It is the time of year that the brakes seem to get pumped a little bit. Wished everyone a merry Christmas and wants people to reflect on what is important. That is family and friends, the things that you can't replace and can be taken at any moment. Some of those were this year. You can't get those back. It needs to be a time to come together and be thankful we are here and we do have things we should be appreciative of that we take for granted. There are a lot more positives in life than negatives. We all agree to disagree at times. Things aren't always going to work out like we want.

- Can't drive in any direction from the Town where there is not acres of land being pushed down and things being built. Infrastructure will fall behind. Doesn't know how the area will sustain it. Proud of the commissioners for having the forethought that Holden Beach may be able to handle a portion of that by thinking ahead. It is another reason we need to move forward as quickly as we can because there will be massive growth in the area.

Commissioner Dyer

- We have a great staff. We have a few people that do the work of several people. It was a good year. They worked hard and we are appreciative of everything they do.
- Had a busy year, some growing pains. Thinks the purchases we made are positive. Excited about the next year and the projects. Thankful for the engineers that came in. We have some drawings and are seeing some progress.
- Thanked the Merchants Association. Ran into a couple of officers and it looks awesome to see those cameras. Thinks will help keep them safe. Appreciative of the Merchants Association for getting them. They were much needed.
- Wished everybody safe holidays, merry Christmas and happy New Year. See you next year.

Commissioner Kwiatkowski

- Really nice to see progress being made on some of our big projects. Thinks ending the year with two engineering firms coming and giving us drawings of what things may look like is very encouraging. It ends the year on a really good note. Looking forward to the January meeting. Thinks we are discussing everything at that meeting so we will have a good start to the year.
- Merry Christmas to the staff and Town. Take care of yourselves and see you in January.

Commissioner Arnold

- Is honored and privileged to be among this distinguished group. Appreciates the comments heard tonight. Thinks about the unique issues that the Board faces and the progress made and is very thankful. Proud to be a part of it.
- Merry Christmas.

CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(3), CONSULT WITH THE ATTORNEY AND NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(6), PERSONNEL

Town Clerk Finnell read the reason for Closed Session.

Motion by Commissioner Murdock to go into Closed Session at 7:09 p.m.; second by Mayor pro Tem Smith; approved by unanimous vote.

OPEN SESSION

The Board went back into Open Session at 8:31 p.m.

ADJOURNMENT

Motion by Mayor Pro Tem Smith to adjourn at 8:31 p.m.; second by Commissioner Murdock; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

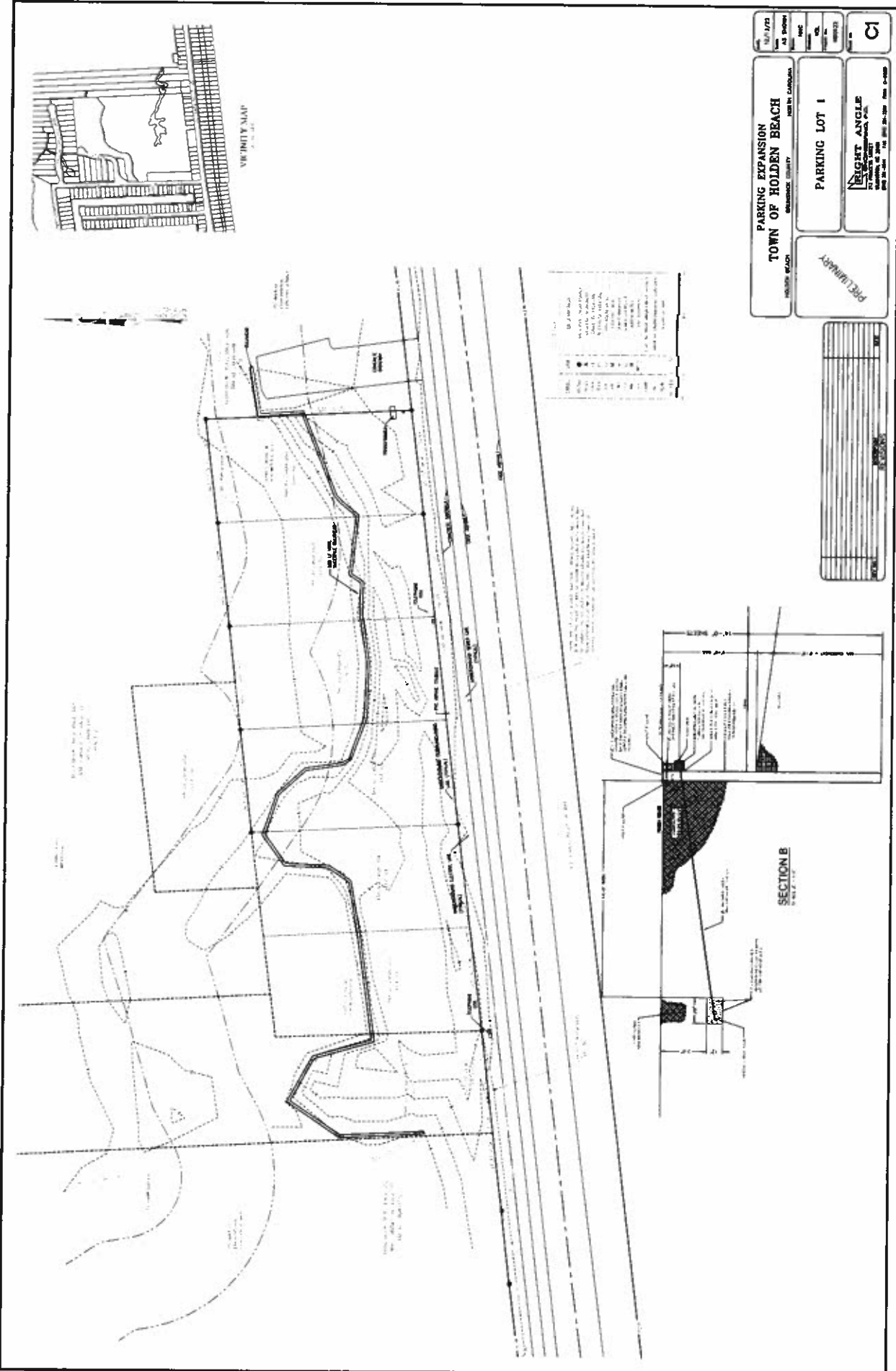
Heather Finnell, Town Clerk



212 Princess Street

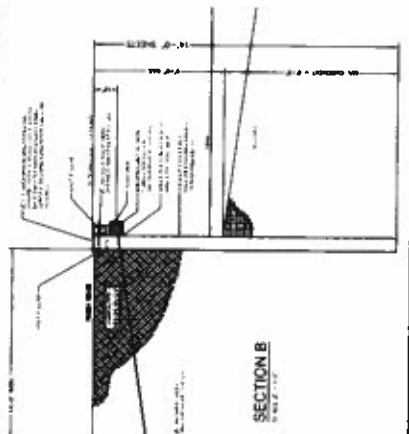
Tel. (910) 251-8544

| Engineers Preliminary Construction Cost Estimate | | | | |
|---|-----------------|--------------|-------------------|--------------------|
| for Bulkheads at Ocean Boulevard | | | | |
| | | | | |
| | | | | |
| Description | Quantity | Units | Unit Price | Total Costs |
| Site Work | | | | \$271,750 |
| Bulkhead Panels with tiebacks | 705 | LF | \$350 | \$246,750 |
| Selective Clearing | 1 | LS | \$9,000 | \$9,000 |
| Site Stabilization/Erosion Control | 1 | LS | \$6,000 | \$6,000 |
| Construction Surveying | 1 | LS | \$5,000 | \$5,000 |
| Mobilization | 1 | LS | \$5,000 | \$5,000 |
| Other | | | | \$27,175 |
| Contingency of 10% | | | | \$27,175 |
| | | | | |
| Project Total | | | | \$298,925 |



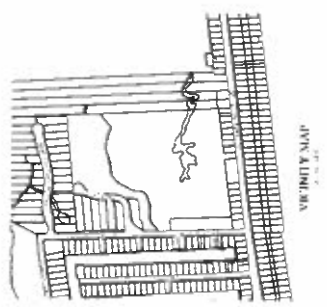
| | |
|----------|-------------------------------------|
| DATE | 11/17/12 |
| PROJECT | PARKING EXPANSION |
| CLIENT | TOWN OF HOLDEN BEACH |
| DESIGNER | WILLIAMS BROS. ENGINEERS ARCHITECTS |
| SCALE | AS SHOWN |
| NO. | 001 |
| REV. | 001 |
| DATE | 11/17/12 |
| BY | WBB |
| CHECKED | WBB |
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| BY | WBB |
| CHECKED | WBB |

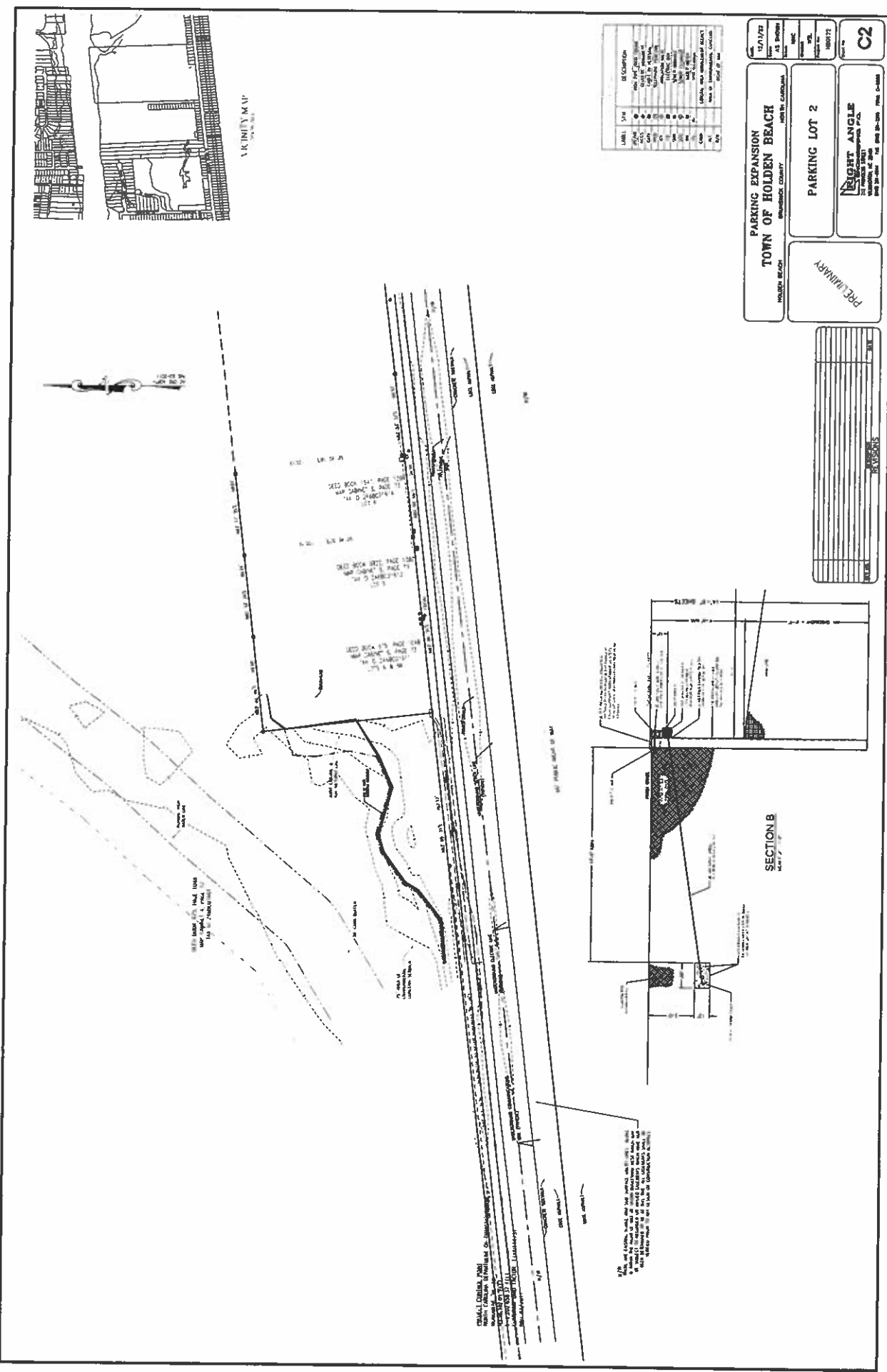
| | |
|-------------------------------------|--------------------|
| PARKING EXPANSION | DATE: 11/17/12 |
| TOWN OF HOLDEN BEACH | PROJECT NO: 12-001 |
| WILLIAMS BROS. ENGINEERS ARCHITECTS | SCALE: AS SHOWN |
| PARKING LOT I | BY: WBB |
| HEIGHT ANGLE | CHECKED: WBB |
| PRELIMINARY | DATE: 11/17/12 |



LEGEND

| | |
|----------|--------------------------|
| (Symbol) | EXISTING PAVEMENT |
| (Symbol) | PROPOSED PAVEMENT |
| (Symbol) | EXISTING CONCRETE |
| (Symbol) | PROPOSED CONCRETE |
| (Symbol) | EXISTING ASPHALT |
| (Symbol) | PROPOSED ASPHALT |
| (Symbol) | EXISTING GRAVEL |
| (Symbol) | PROPOSED GRAVEL |
| (Symbol) | EXISTING SAND |
| (Symbol) | PROPOSED SAND |
| (Symbol) | EXISTING CURB |
| (Symbol) | PROPOSED CURB |
| (Symbol) | EXISTING DRIVEWAY |
| (Symbol) | PROPOSED DRIVEWAY |
| (Symbol) | EXISTING SIDEWALK |
| (Symbol) | PROPOSED SIDEWALK |
| (Symbol) | EXISTING BIKEWAY |
| (Symbol) | PROPOSED BIKEWAY |
| (Symbol) | EXISTING UTILITY |
| (Symbol) | PROPOSED UTILITY |
| (Symbol) | EXISTING EROSION CONTROL |
| (Symbol) | PROPOSED EROSION CONTROL |





| NO. | DATE | DESCRIPTION |
|-----|---------|------------------|
| 1 | 11/1/72 | PRELIMINARY PLAN |
| 2 | 11/1/72 | REVISION |
| 3 | 11/1/72 | REVISION |
| 4 | 11/1/72 | REVISION |
| 5 | 11/1/72 | REVISION |
| 6 | 11/1/72 | REVISION |
| 7 | 11/1/72 | REVISION |
| 8 | 11/1/72 | REVISION |
| 9 | 11/1/72 | REVISION |
| 10 | 11/1/72 | REVISION |

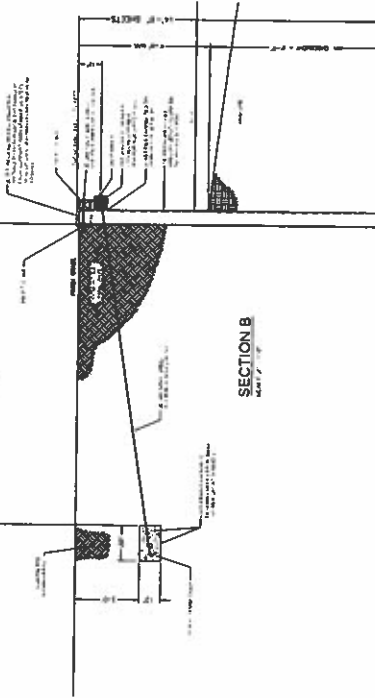
PARKING EXPANSION
TOWN OF HOLDEN BEACH
 HOLDEN BEACH
 HURON COUNTY
 NORTH CAROLINA

PARKING LOT 2

RIGHT ANGLE
 1200 S. 1ST ST.
 WASHINGTON, D.C. 20003
 (202) 638-9000

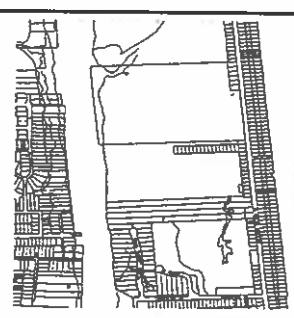
PRELIMINARY

DATE: 11/1/72
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 SCALE: AS SHOWN
 SHEET NO. 180172
 OF 2



THESE NOTES APPLY TO THE ENTIRE SITE PLAN. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED. THE DISTANCE BETWEEN THE CENTER OF THE LOT AND THE CENTER OF THE ADJACENT LOT SHALL BE AS SHOWN. THE DISTANCE BETWEEN THE CENTER OF THE LOT AND THE CENTER OF THE ADJACENT LOT SHALL BE AS SHOWN. THE DISTANCE BETWEEN THE CENTER OF THE LOT AND THE CENTER OF THE ADJACENT LOT SHALL BE AS SHOWN.

VICINITY MAP





Date: January 7, 2023

To: Commissioners and Mayor Holden

From: Heather Finnell, Town Clerk *HF*

Re: Seagull Drive

Seagull Drive was paved recently using the special assessment process of North Carolina General Statute Chapter 160A, Article 10. All costs are in and total \$222,630. The next step required is for the Board to adopt the assessment resolution (Attachment 1), which will direct the administrative actions needed to begin the collection process.

It is recommended that the Board schedule the required public hearing for Tuesday, March 14, 2023 at 5:00 p.m. This date will provide the necessary time for the tax collector to prepare the assessment roll and for me to meet the advertising and notification deadlines.

The suggested motion is to approve Resolution 23-01, Resolution Declaring Cost and Ordering Preparation of Preliminary Assessment Roll and Setting Time and Place for Public Hearing on Preliminary Assessment Roll for the Improvement of Seagull Drive.

Attachment 1
RESOLUTION NO. 23-01

**RESOLUTION DECLARING COST AND ORDERING PREPARATION OF
PRELIMINARY ASSESSMENT ROLL AND SETTING TIME AND PLACE FOR
PUBLIC HEARING ON PRELIMINARY ASSESSMENT ROLL FOR THE
IMPROVEMENT OF SEAGULL DRIVE**

WHEREAS, the improvement of Seagull Drive was requested by proper petition of property owners and duly certified in all respects by the Town Clerk; and

WHEREAS, the undertaking of the said project, ordered by resolution of this body duly passed on the 7th day of May, 2021, has been completed in accordance therewith; and

WHEREAS, the cost has been determined.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Holden Beach, North Carolina:

1. That the cost of the above-described improvement has been computed and determined and is hereby declared to be \$222,630; and
2. That the Tax Collector is hereby directed to prepare a preliminary assessment roll, in accordance with Chapter 160A, Section 227, of the General Statutes of North Carolina, showing the individual assessments upon properties benefited by said improvement; and
3. That the Town Clerk is hereby directed to make available during regular office hours in her office the said preliminary assessment roll for the purpose of inspection by the public; and
4. That this Board of Commissioners will hold a public hearing in accordance with Chapter 160A, Section 228, of the General Statutes of North Carolina at 5:00 p.m., the 14th day of March, 2023, in the Holden Beach Town Hall Public Assembly, 110 Rothschild Street, Holden Beach, NC 28462, for the purpose of hearing interested persons who appear; and
5. That the Town Clerk is hereby directed to issue public notice of the above-described public hearing, to be published at least 10 days before the date set for the public hearing, and to secure publisher's affidavit certifying the advertisement of said hearing; and
6. That the Town Clerk is hereby directed no later than 10 days before the public hearing to mail by first class mail, copies of the notice of hearing on the preliminary assessment roll to the owners of property listed thereon.

This the 17th day of January, 2023.


ATTEST:


J. Alan Holden, Mayor

Heather Finnell, Town Clerk



Date: January 6, 2023

To: Mayor Holden and Board of Commissioners
Town Manager-IN TURN 

From: Christy Ferguson, Assistant Town Manager 

Re: 796 OBW Preliminary Plans from Architect

David Wood developed some preliminary plans based off previous discussions of uses for 796 OBW for the board's review prior to engaging an engineer to conduct an engineering analysis of the proposed plans. The staff provided Mr. Wood with an initial round of feedback and the proposed design (attached) is in front of you for review. Request the board proceed with any recommendations for changes prior to seeking an engineer's input.

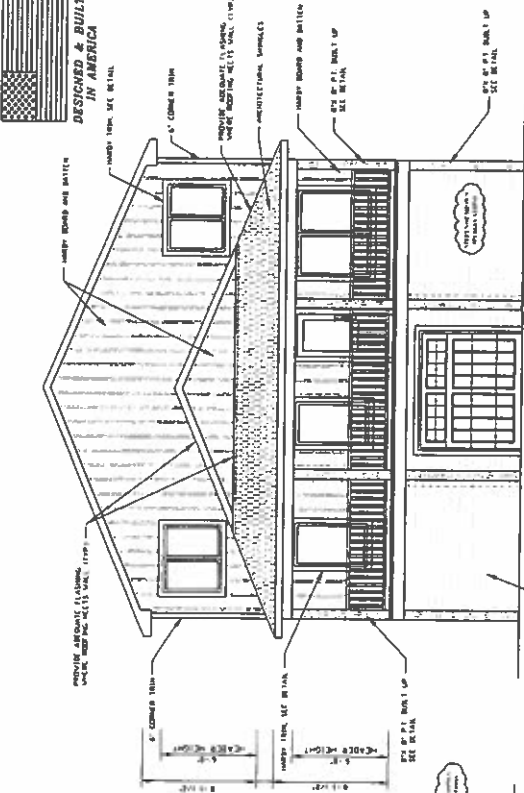
Attachment: Existing and Proposed Design Specifications



796 OCEAN
BLVD WEST

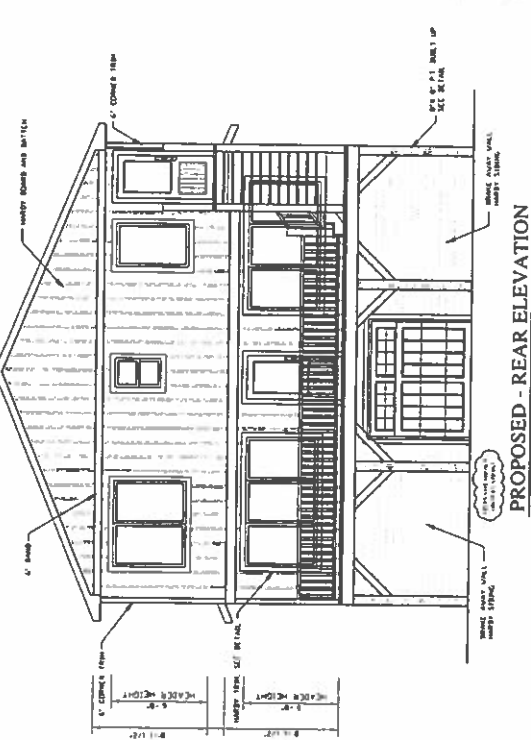
TOWN OF HOUMA BEACH
796 OCEAN BLVD WEST
DRAWN BY: SHAYLA MOON
DATE: 12/23/2023
SCALE: AS NOTED
SHEET # 1 OF 3

796 OCEAN BLVD WEST
TOWN OF HOUMA BEACH
DRAWN BY: SHAYLA MOON
DATE: 12/23/2023
SCALE: AS NOTED
SHEET # 1 OF 3

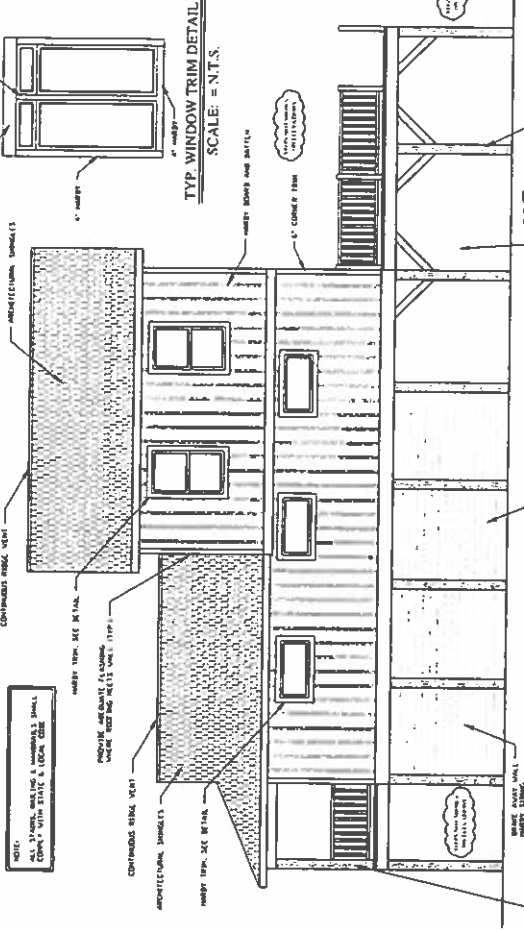


PROPOSED - FRONT ELEVATION
SCALE: 1/4" = 1'-0"

NOTE:
ALL FINISHES IN CONTACT WITH EXTERIOR SURFACES SHALL BE WEATHER RESISTANT AND NON-FLAMMABLE.

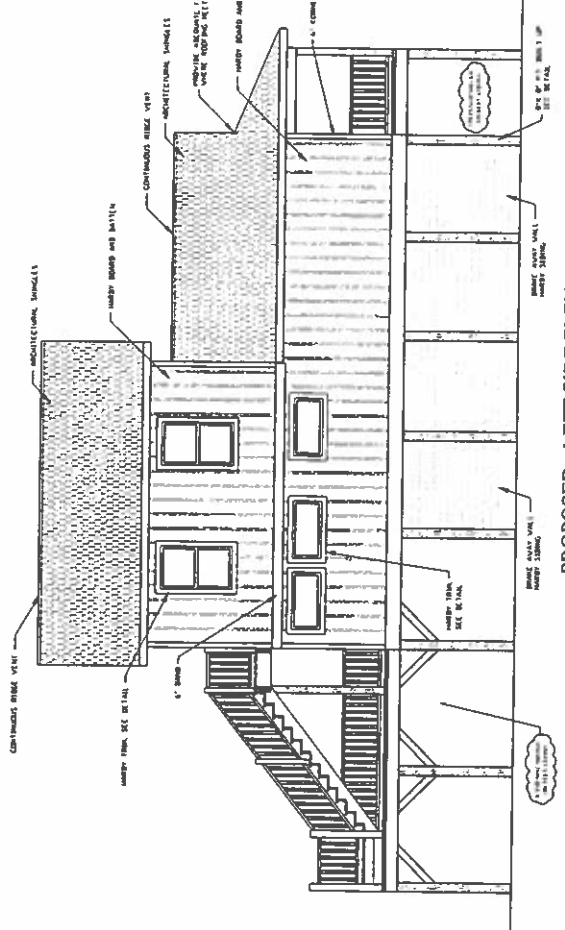


PROPOSED - REAR ELEVATION
SCALE: 1/4" = 1'-0"



PROPOSED - RIGHT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

NOTE:
ALL FINISHES, PAINTING & MATERIALS SHALL COMPLY WITH STATE & LOCAL CODES.



PROPOSED - LEFT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

PRELIMINARY

SCALE: 1/4" = 1'-0"



796 OCEAN BLVD WEST
 TOWN OF HOUMA BEACH
 SCALE: AS NOTED
 DATE: 1/23
 SIZE: 12'0" X 36'0"

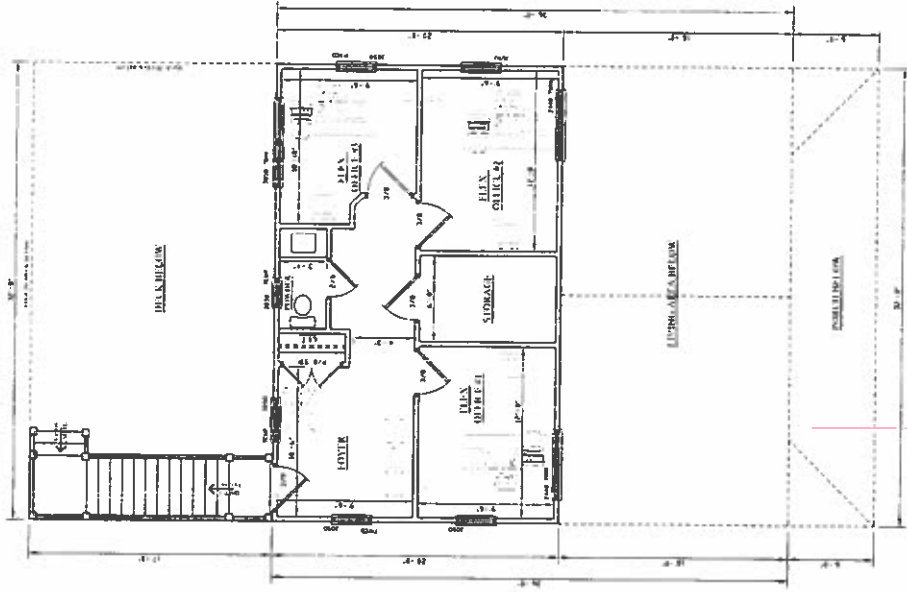
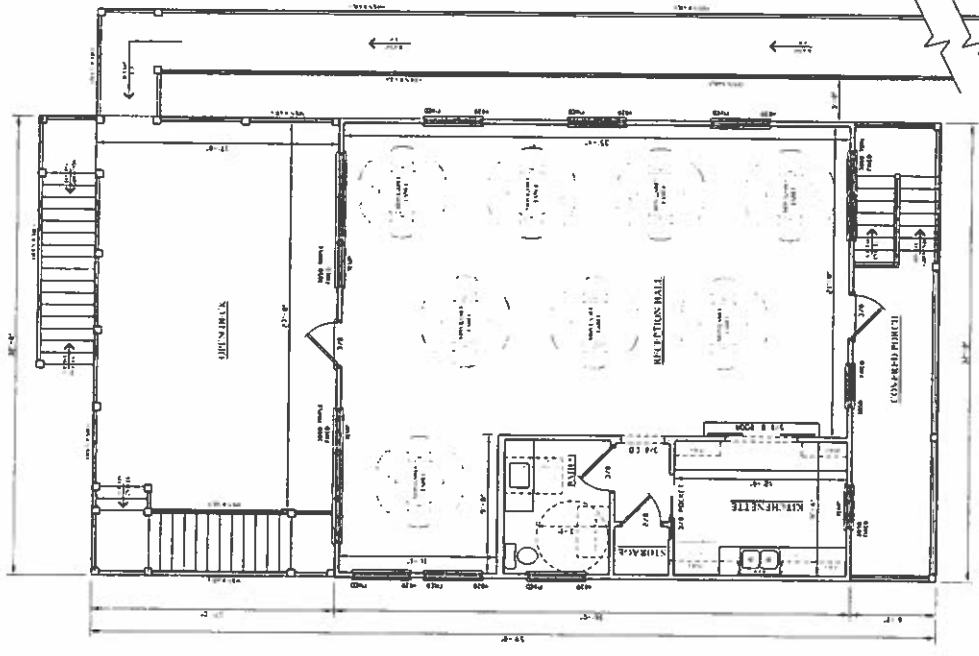
796 OCEAN BLVD WEST

1ST & 2ND FLOOR PLAN
 DRAWN BY: DAVID MOORE
 PLAN # 2021-000

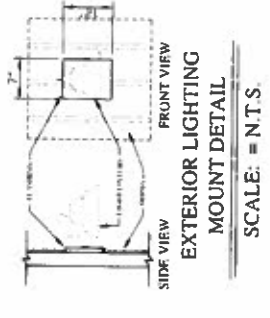
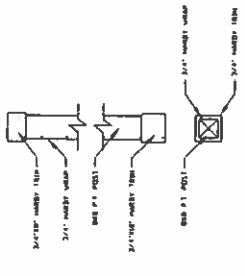
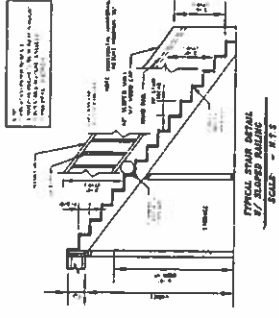
SHEET #
 2 OF 3



SCALE: 1/4" = 1'-0"



PRELIMINARY



NOT TO SCALE
 ALL DIMENSIONS UNLESS OTHERWISE NOTED
 ALL MATERIALS UNLESS OTHERWISE NOTED
 ALL FINISHES UNLESS OTHERWISE NOTED
 ALL WORK TO BE ACCORDING TO THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE REGULATIONS AND ORDINANCES.
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES.
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES.
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES.



THIS PLAN IS THE PROPERTY OF DAVID WOOD INC. AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. ANY REUSE OR MODIFICATION OF THIS PLAN WITHOUT THE WRITTEN CONSENT OF DAVID WOOD INC. IS STRICTLY PROHIBITED. THE USER ASSUMES ALL LIABILITY FOR THE ACCURACY AND COMPLETENESS OF THIS PLAN. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND REGULATORY APPROVALS. THE USER SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL SURVEY DATA AND EXISTING CONDITIONS. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM ALL AFFECTED PARTIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM ALL AFFECTED PARTIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM ALL AFFECTED PARTIES.

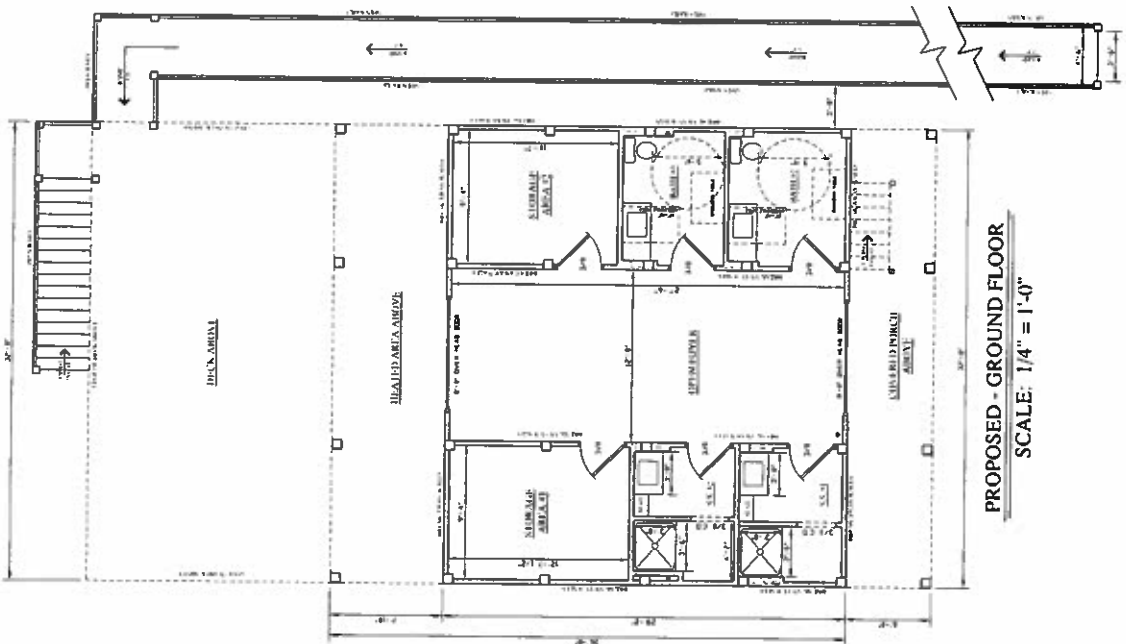
796 OCEAN BLVD WEST

TOWN OF HOLLEN BEACH
796 OCEAN BLVD WEST
DRAWN BY: DAVID A. WOOD
DATE: 1/23/23
SCALE: AS NOTED
PLAN # 1 2023 000
GROUND FLOOR PLAN
SIZE: 12'-0" x 5'-0"

SHEET # 3 OF 3



SCALE: 1/4" = 1'-0"



PROPOSED - GROUND FLOOR
SCALE: 1/4" = 1'-0"

PRELIMINARY

THIS PLAN IS THE PROPERTY OF DAVID WOOD INC. AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. ANY REUSE OR MODIFICATION OF THIS PLAN WITHOUT THE WRITTEN CONSENT OF DAVID WOOD INC. IS STRICTLY PROHIBITED. THE USER ASSUMES ALL LIABILITY FOR THE ACCURACY AND COMPLETENESS OF THIS PLAN. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND REGULATORY APPROVALS. THE USER SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL SURVEY DATA AND EXISTING CONDITIONS. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM ALL AFFECTED PARTIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM ALL AFFECTED PARTIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM ALL AFFECTED PARTIES.

Tri-Beach Volunteer Fire Department, Inc.
Memo to Town of Holden Beach
December 11, 2022

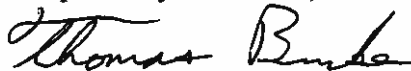
To: Town of Holden Beach Manager David W. Hewett

From: Tri-Beach Volunteer Fire Department Board of Directors

Subject: Upgrade of Tri-Beach VFD Station 2 on Holden Beach

The Tri-Beach VFD has been using the four bay Town owned building at 572 Ocean Boulevard West for a number of years to house fire apparatus that is used for firefighting, emergency medical calls and rescue calls on the island and off the island as needed. Housing the equipment on the island has been beneficial to Town of Holden Beach residents and vacationers on the island. Currently, staffing by the department is in place twelve hours a day (7:00 AM to 7:00 PM) during the summer months typically from Memorial Day to Labor Day. The rest of the year, 24-hour staff responds to calls on the island from the off-island fire stations. Due to the increase in permanent residents and renters staying on the island, before Memorial Day, during the summer, and after Labor Day, emergency calls on the island are on the increase. Tri-Beach is working on a plan to provide sufficient staff to man Station 2, 24 hours a day, 7 days a week all year. This will improve the response time to calls on the island during the entire year. To safely house staff 24 hrs./7 days a week, upgrades to Station 2 will be necessary. The Board of Directors of the Tri-Beach Volunteer Fire Department is formally requesting the Town of Holden Beach to put a plan in place to upgrade (or replace) the existing Station 2 building to provide the necessary facilities (such as a bunk room, kitchen, flood resistance, etc.) to support safely housing onsite staff for 24 hours a day. The Tri-Beach Chief officers and staff stand ready to assist Town personnel in the planning and execution of upgrading the Station 2 building to provide enhanced fire, emergency medical and rescue services to the residents and vacationers in the Town of Holden Beach. Please respond back to the Board of Directors as soon as possible so that we can all move forward on this plan. Thank you.

Respectfully submitted,



Thomas Burke, Board Secretary



Holden Beach Police Department

110 Rothschild St
Holden Beach, NC 28462
www.hbtownhall.com

Phone: 910-842-6707
Fax: 910-846-6907
hbtpol@hbtownhall.com



Monthly Activity Log (Dec '22)

Printed on January 11, 2023

| Descriptions | Totals | |
|--|--------|----|
| 911 Hang Up (911HU) | 3 | 3 |
| Alarm (SIG45 Signal 45) | 17 | 17 |
| Animal Control Call | 3 | 3 |
| Armed with Gun Knife or Other Weapon (10-84 x84) | 1 | 1 |
| Attempt to Locate (ATL) | 2 | 2 |
| Call By Phone (10-21Law x21L) | 16 | 16 |
| Disturbance or Disorderly Subject | 2 | 2 |
| Disturbance or Disorderly Subject, EMD In Progress; Hemorrhage [Alpha] | 1 | 1 |
| Domestic Disturbance (10-82 x82) | 4 | 4 |
| Falls [Bravo] | 3 | 3 |
| Fight in Progress (10-40 x40) | 1 | 1 |
| Fireworks | 1 | 1 |
| Illegal Burn [Charlie] | 1 | 1 |
| Improperly Parked Vehicle (10-70 x70) | 4 | 4 |
| Information or Message Delivery (10-14 x14) | 4 | 4 |
| Intoxicated Person (10-56 x56) | 1 | 1 |
| Lost or Found Property | 1 | 1 |
| Marine or Boat Fire in Coastal Water [Delta] | 1 | 1 |
| Meet with Complainant (10-83 x83) | 13 | 13 |
| Missing or Abandoned Person | 3 | 3 |
| Noise Complaint | 3 | 3 |

| Descriptions | Totals | |
|---|---------------|------------|
| Open Door | 2 | 2 |
| Prowler (10-76 x76) | 1 | 1 |
| Single Residential Fire Alarm [Bravo] | 2 | 2 |
| Special Check - Business - Residence (10-79 x79) | 264 | 264 |
| Special Check - Business - Residence (10-79 x79); Call By Phone (10-21Law x21L) | 1 | 1 |
| Special Operations Assignment (Signal 55 SIG55) | 1 | 1 |
| Stopping Vehicle (10-61 x61) | 10 | 10 |
| Stroke or TIA [Charlie] | 1 | 1 |
| Suspicious Vehicle or Subject (10-60 x60) | 4 | 4 |
| Take Written Report (10-92 x92) | 2 | 2 |
| Traffic Accident (Property Damage Only 10-50PD x50PD) | 3 | 3 |
| Trespassers | 1 | 1 |
| Unconscious or Fainting [Delta] | 4 | 4 |
| Water or Sewer Problems | 45 | 45 |
| Water or Sewer Problems; Call By Phone (10-21Law x21L) | 3 | 3 |
| Welfare Check | 2 | 2 |
| | 1 | 1 |
| Totals | 432 | 432 |



Holden Beach Police Department

110 Rothschild St
Holden Beach, NC 28462
www.hbtownhall.com
Phone: 910-842-6707
Fax: 910-846-6907
hbp@hbtownhall.com



HBPD Monthly Report (Dec '22)

Printed on January 11, 2023

| Reported | Case Number | Address | Offenses | Disposition |
|----------------|-------------|-------------------|--|---------------------------------|
| 12/13/22 21:12 | HBP22-00080 | 285 BRUNSWICK AVE | 14-127 - DAMAGE TO REAL PROPERTY | Closed - Resolved by Parties |
| 12/29/22 13:40 | HBP22-00081 | 200 OCEAN BLVD W | 18B-302 - PUR/POSS ALCOHOL UNDERAGE; 14-71 - RECEIVE STOLEN GOODS/PROP (M) | Closed - Seized for Destruction |

Total Records: 2



Holden Beach Police Department

110 Rothschild St
Holden Beach, NC 28462
www.hbtownhall.com

Phone: 910-842-6707
Fax: 910-846-6907
hdpol@hbtownhall.com



Ordinance Violations (Dec '22)

Printed on January 11, 2023

| Date | Defendant | Ordinance/Warning | Violation |
|----------|-------------------|---------------------|---|
| 12/29/22 | STEPHANIE, DOLAND | Ordinance Violation | Parking - All Other No Parking Zones |
| 12/31/22 | CAPPS, MICHAEL | Ordinance Violation | General - Fireworks Discharge/Possession/Sale (NC Legal Fireworks Only) |

Total Records: 2

0 = LSU

CONSTRUCTION TYPE REPORT

TOWN OF HOLDEN BEACH

12/12/2022 TO 01/09/2023

Y 2022-2023

| Construct Type | Stat | Descripti on | Date Applied | Permit Number | Occup Group | Squ are | Valuation(\$) | Permit Fee(\$) |
|---------------------------------|------|-----------------|-----------------|------------------|----------------|-------------|---------------------|-------------------|
| Add | 10 | Additions | 12/20/2022 | BP-018793 | G1 | 0.00 | 285,000.00 | 5,555.00 |
| Add | 10 | Additions | 12/21/2022 | BPM-018796 | G1 | 0.00 | 6,400.00 | 155.00 |
| Subtotal for Additions: | | | | | 2 | 0.00 | \$291,400.00 | \$5,710.00 |
| Decks | 10 | Decks | 12/12/2022 | BP-018771 | G1 | 0.00 | 17,000.00 | 218.00 |
| Decks | 10 | Decks | 12/12/2022 | BPM-018774 | G1 | 0.00 | 12,000.00 | 123.00 |
| Decks | 10 | Decks | 12/15/2022 | BP-018787 | G1 | 0.00 | 80,000.00 | 735.00 |
| Subtotal for Decks: | | | | | 3 | 0.00 | \$109,000.00 | \$1,076.00 |
| Elect | 13 | Electrical | 12/12/2022 | EL-018775 | G1 | 0.00 | 950.00 | 75.00 |
| Elect | 13 | Electrical | 12/12/2022 | EL-018778 | G1 | 0.00 | 990.00 | 75.00 |
| Elect | 13 | Electrical | 12/13/2022 | EL-018780 | G1 | 0.00 | 1,000.00 | 75.00 |
| Elect | 10 | Electrical | 12/14/2022 | EL-018784 | G1 | 0.00 | 775.00 | 75.00 |
| Elect | 10 | Electrical | 12/21/2022 | EL-018798 | G1 | 0.00 | 2,000.00 | 75.00 |
| Elect | 10 | Electrical | 01/06/2023 | EL-018822 | G1 | 0.00 | 1,000.00 | 75.00 |
| Subtotal for Electrical: | | | | | 33 | 0.00 | \$6,715.00 | \$450.00 |
| Mech | 13 | Mechanical | 12/12/2022 | EL-018776 | G1 | 0.00 | 3,000.00 | 75.00 |
| Mech | 10 | Mechanical | 12/12/2022 | MC-018777 | G1 | 0.00 | 9,188.00 | 75.00 |
| Mech | 10 | Mechanical | 12/12/2022 | MC-018779 | G1 | 0.00 | 8,750.00 | 150.00 |
| Mech | 13 | Mechanical | 12/13/2022 | MC-018782 | G1 | 0.00 | 6,810.00 | 150.00 |
| Mech | 10 | Mechanical | 12/13/2022 | MC-018783 | G1 | 0.00 | 5,900.00 | 75.00 |
| Mech | 10 | Mechanical | 12/14/2022 | MC-018786 | G1 | 0.00 | 14,270.00 | 150.00 |
| Mech | 10 | Mechanical | 12/19/2022 | MC-018790 | G1 | 0.00 | 6,800.00 | 75.00 |
| Mech | 10 | Mechanical | 12/19/2022 | MC-018791 | G1 | 0.00 | 14,705.00 | 150.00 |
| Mech | 10 | Mechanical | 12/19/2022 | MC-018792 | G1 | 0.00 | 15,070.00 | 150.00 |
| Mech | 10 | Mechanical | 12/22/2022 | MEC-018799 | G1 | 0.00 | 8,974.00 | 75.00 |
| Mech | 10 | Mechanical | 12/28/2022 | MC-018800 | G1 | 0.00 | 6,800.00 | 75.00 |
| Mech | 10 | Mechanical | 12/28/2022 | MC-018801 | G1 | 0.00 | 7,350.00 | 75.00 |
| Mech | 10 | Mechanical | 12/28/2022 | MC-018803 | G1 | 0.00 | 12,000.00 | 75.00 |
| Mech | 10 | Mechanical | 12/28/2022 | MC-018805 | G1 | 0.00 | 2,575.00 | 150.00 |
| Mech | 10 | Mechanical | 12/29/2022 | MC-018806 | G1 | 0.00 | 25,848.46 | 150.00 |
| Mech | 10 | Mechanical | 12/29/2022 | MC-018807 | G1 | 0.00 | 7,000.00 | 75.00 |
| Mech | 10 | Mechanical | 01/04/2023 | MEC-018809 | G1 | 0.00 | 3,995.94 | 75.00 |
| Mech | 10 | Mechanical | 01/04/2023 | MEC-018810 | G1 | 0.00 | 15,500.00 | 150.00 |
| Mech | 10 | Mechanical | 01/04/2023 | MEC-018811 | G1 | 0.00 | 5,800.00 | 75.00 |
| Mech | 10 | Mechanical | 01/04/2023 | MEC-018812 | G1 | 0.00 | 3,500.00 | 75.00 |
| Mech | 10 | Mechanical | 01/04/2023 | MEC-018813 | G1 | 0.00 | 13,700.00 | 150.00 |

| | | | | | | | | |
|--|----|------------------------|------------|---------------|-----------|-------------|-----------------------|--------------------|
| Mech | 10 | Mechanical | 01/06/2023 | MEC-018817 | G1 | 0.00 | 7,000.00 | 75.00 |
| Mech | 10 | Mechanical | 01/06/2023 | MEC-018818 | G1 | 0.00 | 15,749.00 | 150.00 |
| Mech | 10 | Mechanical | 01/06/2023 | MEC-018819 | G1 | 0.00 | 10,070.00 | 150.00 |
| Mech | 10 | Mechanical | 01/06/2023 | MEC-018820 | G1 | 0.00 | 6,500.00 | 75.00 |
| Mech | 10 | Mechanical | 01/06/2023 | MEC-018821 | G1 | 0.00 | 7,500.00 | 75.00 |
| Mech | 10 | Mechanical | 01/09/2023 | MEC-018824 | G1 | 0.00 | 6,730.00 | 75.00 |
| Subtotal for Mechanical: | | | | | 27 | 0.00 | \$251,085.40 | \$2,850.00 |
| Remod | 13 | Renovation/Repair | 12/12/2022 | BPM-018770 | G1 | 0.00 | 7,850.00 | 135.65 |
| Remod | 10 | Renovation/Repair | 12/12/2022 | BP-018772 | G1 | 0.00 | 42,000.00 | 628.00 |
| Remod | 10 | Renovation/Repair | 12/14/2022 | BPM-018785 | G1 | 0.00 | 25,550.00 | 469.95 |
| Remod | 10 | Renovation/Repair | 12/15/2022 | BPM-018788 | G1 | 0.00 | 30,000.00 | 420.00 |
| Remod | 10 | Renovation/Repair | 12/16/2022 | BP-018789 | G1 | 0.00 | 62,000.00 | 733.00 |
| Remod | 10 | Renovation/Repair | 12/20/2022 | BPM-018794 | G1 | 0.00 | 21,450.00 | 208.05 |
| Remod | 10 | Renovation/Repair | 12/20/2022 | BPCL-018795 | G1 | 0.00 | 25,000.00 | 315.00 |
| Remod | 10 | Renovation/Repair | 12/21/2022 | BP-018797 | G1 | 0.00 | 29,865.00 | 283.78 |
| Remod | 10 | Renovation/Repair | 12/28/2022 | BP-018802 | G1 | 0.00 | 69,500.00 | 640.50 |
| Remod | 10 | Renovation/Repair | 12/28/2022 | BPCL-018804 | G1 | 0.00 | 9,500.00 | 175.50 |
| Remod | 10 | Renovation/Repair | 01/04/2023 | BP-018814 | G1 | 0.00 | 87,742.38 | 1,039.69 |
| Remod | 10 | Renovation/Repair | 01/05/2023 | BPM-018815 | G1 | 0.00 | 4,200.00 | 80.00 |
| Remod | 10 | Renovation/Repair | 01/05/2023 | BPM-018816 | G1 | 0.00 | 28,500.00 | 271.50 |
| Subtotal for Renovation/Repair: | | | | | 13 | 0.00 | \$443,157.38 | \$5,400.62 |
| SFC | 10 | Single Family Construc | 12/12/2022 | BP-018773 | G1 | 0.00 | 550,000.00 | 7,014.01 |
| Single Family Constructio: | | | | | 1 | 0.00 | \$550,000.00 | \$7,014.01 |
| Zoning | 10 | ZONING | 12/13/2022 | Zoning-018781 | G1 | 0.00 | 0.00 | 50.00 |
| Zoning | 10 | ZONING | 01/03/2023 | Zoning-018808 | G1 | 0.00 | 0.00 | 50.00 |
| Subtotal for ZONING: | | | | | 2 | 0.00 | \$0.00 | \$100.00 |
| GRAND | | | | | 81 | 0.00 | \$1,651,357.78 | \$22,600.63 |

INSPECTIONS DEPT. FROM 12/12-1/09/23**ACTIVE NEW HOME PERMITS = 39****OTHER ACTIVE PERMITS= 321****PERMITS ISSUED OVER \$30,000 = 18 (AMOUNT INCLUDED IN ACTIVE TOTAL)****PERMITS ISSUED WAITING PICK UP = 20****TOTAL PERMITS = 380****PERMITS IN REVIEW= 2****PERMITS SUBMITTED INCOMPLETE = 14****CAMA IN REVIEW CURRENTLY=****ZONING PERMITS ISSUED = 10****CAMA PERMITS ISSUED= 6****CAMA VIOLATIONS = 1****PERMITS SERVICED FOR INSPECTIONS (FROM 12/12-1/9/23)= 82****TOTAL INSPECTIONS MADE= 289**



Date: January 5, 2022
 To: Commissioners and Mayor Holden
 From: Town Manager David W. Hewett *DW*
 Re: Parking Program Tasker

Inspections Director Evans, Chief Dixon, Assistant Town Manager Ferguson, Budget & Fiscal Analyst McRaney, Town Clerk Finnell and I met with Jim Varner and Jack DeSantos from Otto Connect to discuss the Board of Commissioners' tasker from the December meeting. Below are the group's recommendations.

- 1) **Discuss making possible changes to the way we handle boat trailers with no tags. Possibly make contract adjustments.**

Implement the following proposal:

Citation specific wording:

Non-registered trailer pursuant to N.C.G.S. §20-4.01(23), §20-50, §20-111 and §20-118.3 and parking a trailer without a paid parking permit - Code of Ordinances, Section 72.03(A). - \$50 fine

Citation will be written on the towing vehicle with the designation "TR" following the license plate number.

- Example: ABC1234-TR
- State of Registration will be entered on a separate line of the citation.

An update to the Otto contract would be required in either Exhibit A (Statement of Work) or Exhibit E (Policies).

- 2) **Discuss a possible 24-hour limit to authorized right of way paid parking.**

Staff is not aware of this being an issue.

- 3) **Discuss possibly having free parking for the two festivals and in the area of any permitted event.**

It is recommended that paid parking be suspended townwide during festival weekends. Other Town sponsored events are already addressed in Code of Ordinances Section 72.02(D).

- 4) Discuss giving each homeowner (not empty lot owners) one free yearly pass and apply before April 1st of each year.**

Our parking vendor can accommodate this, but the group does not recommend issuing a free yearly pass. The Board would need to consider the economic impact of implementing this suggestion. It would be an extra administrative step that seems to reduce the inventory of sellable spaces. In theory, if 25% of the 2,400 homeowners used their free passes, it could take up all of the paid parking spaces.

- 5) Discuss asking for a more detailed breakdown of the first year's revenue (annual and weekly passes, daily parking, ticket revenue and % of collections).**

This information is currently available (Attachment 1).

- 6) Discuss possibly increasing fees (\$4 per hour, \$20 per day, \$80 per week and \$150 yearly).**

The Board made a conscious decision to reduce the recommended rates when paid parking was implemented. Ocean Isle Beach currently does not have a paid parking program. Oak Island is in the process of developing the rates for their program. It is recommended to continue the upcoming season at the current rate to see the impact from the implementation of Oak Island's paid parking program. Current fees are included for your review (Attachment 2).

- 7) Discuss possibly changing the paid parking dates of operation. (April 1st - November 30th).**

This would take a contract change but would work if the Board chooses to extend the end date from October 31st to November 30th.

- 8) Discuss the possibility of having our parking contractor install signage where necessary to reduce confusion (no parking signs on marsh streets and side streets and all areas where parking is not allowed).**

This has not been an issue. If an issue is found, Otto Connect will alert me, the Public Works Department and Police Chief so the problem can be rectified.

- 9) Discuss eliminating all unauthorized right of way parking.**

This would create more problems than it is intended to solve. The ordinance was amended to accommodate the occasions when homeowners may require additional visitor parking for private events. The current ordinance seems to be working.

- 10) Discuss the possibility of having the parking contractor and town staff do a street-by-street review of parking and suggest sign placement.**

Street-by-street review is not necessary. Staff and Otto Connect will monitor signage as needed. Any issues will be addressed between Otto Connect, the Public Works Department, Chief Dixon and myself.

It is suggested to remove the no parking from here to corner signage.

Date: Dec. 31th, 2022

Subject: Holden Beach Parking 2022 Year-To-Date Statistics

Revenue

| | April | May | June | July | August | Sept | Oct |
|---------------|-----------|------------|------------|------------|------------|------------|------------|
| Monthly Gross | \$ 62,068 | \$ 182,381 | \$ 131,780 | \$ 123,955 | \$ 80,768 | \$ 60,173 | \$ 41,933 |
| - cumulative | \$ 62,068 | \$ 244,449 | \$ 376,229 | \$ 500,184 | \$ 580,952 | \$ 641,125 | \$ 683,058 |
| Net to Town | \$ 43,175 | \$ 123,574 | \$ 87,789 | \$ 81,659 | \$ 52,792 | \$ 39,164 | \$ 27,028 |
| - cumulative | \$ 43,175 | \$ 166,749 | \$ 254,538 | \$ 336,197 | \$ 388,989 | \$ 428,153 | \$ 455,181 |

Parking Permits = Total Parking Vehicles (includes Seasonal permits scanned on a daily basis)

| | April | May | June | July | August | Sept | Oct |
|---------------|-------|------|-------|-------|--------|-------|-------|
| 1 hour | 36 | 1733 | 1831 | 2251 | 1622 | 1396 | 1441 |
| 2 hours | 24 | 1784 | 2088 | 2500 | 1750 | 1384 | 1310 |
| 3 hours | 16 | 1377 | 1764 | 2048 | 1474 | 1101 | 739 |
| 4 hours | 1 | 655 | 898 | 1011 | 752 | 562 | 278 |
| Day | 19 | 1710 | 1914 | 2066 | 1643 | 1207 | 667 |
| Day - upgrade | | | | 15 | 57 | 97 | 68 |
| Week | | 39 | 193 | 237 | 103 | 60 | 24 |
| Season | 491 | 875 | 298 | 118 | 23 | 8 | 4 |
| SP - upgrade | | | | 2 | 16 | 24 | 15 |
| New Permits | 587 | 8173 | 8986 | 10617 | 7107 | 5610 | 4300 |
| Parked | | 9941 | 13233 | 15058 | 10799 | 8849 | 6400 |
| - cumulative | | 9941 | 23174 | 38232 | 49031 | 57880 | 64280 |

Citation Statistics (NET)

| | April | May | June | July | August | Sept | Oct |
|-------------------|-------|--------|--------|--------|--------|-------------|--------|
| No Zone | | | 16 | 22 | 17 | 8 | 4 |
| Violations | | 481 | 369 | 492 | 344 | 329 | 276 |
| - violation rate | | 4.84% | 2.79% | 3.27% | 3.19% | 3.72% | 4.69% |
| | | | | | | YTD Average | 3.67% |
| % Violations Paid | | 78.38% | 68.02% | 75.41% | 73.84% | 71.73% | 78.99% |

Note: "No Zone" violation are those violations outside of the designated parking areas per the parking ordinances.

Note 2: Unpaid violations are being worked with the Police Dept and Collections Agency.

Respectfully,



Jim Varner

Otto Connect, Inc.

2

Phone: 910-200-1497 – available on the Dates/Times noted above.

Parking Rates for each licensed vehicle in all designated parking areas will be:

- \$3 per hour for up to 4 hours
- \$15 per day and for any duration greater than 4 hours
- \$60 per week for 7 consecutive days

Annual Permit – for one or two vehicles (users will be allowed to change License Plate Numbers only once per vehicle each year). Exceptions can be allowed on a case-by-case basis via Otto Customer Service.

- \$125 per calendar year for any one vehicle
- \$250 per calendar year for any two license vehicles including Car, Truck, LSV, or Trailer.

Parking Zone Types will have financials split between them. Where annual permits are used, they will be split 50/50 between the two zone types or as separately agreed by the parties.

- On-Street
- Off-Street

Parking Permit upgrade to Annual

- Individual parking permits per license plate will be tracked for amount spent. When the total in a calendar year reaches the equivalent of an annual permit, the system will automatically upgrade the permit for that vehicle to an annual permit.

Parking Violations and Citation Fees

Listed below are the violations that will result in a parking citation – or as may be updated in Exhibit E by mutual agreement:

Violation fine of \$25 Same Day Violation (SDV) payment by midnight of the day of the issued citation, then \$50 next day thru day 30, then \$25 late payment penalty = \$75. Note: SDV use is limited to 3 times per account and license plate.

- Parking without a valid paid permit in an authorized parking area (Section 72.03)

The following violations will carry a fine of \$50 if paid within 30 days. After 30 days, a \$25 late payment penalty will be applied = \$75

- Parking within 25 feet of a Street Intersection (Section 72.02)
- Parking in a Crosswalk, Sidewalk, or Pedestrian Access ways (Section 72.02)
- Parking blocking a driveway or mailbox (Section 72.02)
- Parking facing opposing traffic (Section 72.02)
- Parking in a No Parking Zone, or within Right-of Way (Section 72.02)
- Parking on any portion of the roadway or travel lane (Section 72.02)
- Parking a Non-LSV vehicle in an authorized LSV location (Section 72.03 and subject to Section 72.01 definitions)

The following violations will carry a fine of \$250

- Parking adjacent to (within 15 feet) or blocking a Fire Hydrant, Fire Lane, or Emergency Access (Section 72.02)
- Parking in a designated Handicap space without proper license plate or hangtag (Section 72.02)
 - Note: Handicap space violations will be referred to the Police Dept for verification prior to issuing a citation.

Citation Payments:

- Can be made directly on the SurfCAST mobile app
- Can be made directly on the website noted above
- Can be made via phone to Otto Connect customer service @ 910-200-1497



Date: January 5, 2023

To: Commissioners and Mayor Holden

From: David W. Hewett, Town Manager

Re: Budget/Quarterly Meeting Dates

Per the Board of Commissioners' direction at the December meeting, I have established a preliminary calendar for budget and quarterly meetings. It is proposed that the meetings be held at 5:30 p.m. on the suggested dates.

Please review the dates below and be prepared to discuss alternate dates at the meeting if you are not available during the proposed dates.

| | |
|--------------------------------------|---|
| Thursday, February 23 rd | Goals & Objectives Workshop |
| Thursday, March 16 th | Budget Meeting #1/Quarterly Meeting |
| Thursday, April 20 th | Budget Meeting #2 |
| Thursday, June 1 st | Budget Meeting #3 |
| Thursday, June 15 th | Budget Public Hearing/Quarterly Meeting |
| Thursday, September 21 st | Quarterly Meeting |
| Thursday, December 21 st | Quarterly Meeting |



Date: January 10, 2023

To: Commissioners and Mayor Holden

From: Chris Clemmons, Public Works Director C .C .

Re: Request for Qualifications Water System Asset Inventory and Assessment

As directed by the Board of Commissioners, staff solicited qualifications from firms for engineering services to develop a systemwide asset inventory and assessment of the Town's water system, with the specific goals of evaluating the adequacy of distribution, fire flows, storage and the need for a second water tank (Attachment 1). The submission deadline was January 4, 2023.

The Town received three responses to the Request for Qualifications, McGill Associates, Green Engineering and WithersRavenel (Attachments 2 – 4), which are included for your review. In accordance with federal uniform guidance, staff prepared a ranking sheet (Attachment 5). If the Board makes the selection of a firm, they can direct staff to bring a contract back for consideration.

Attachment 1

**Request for Qualifications
Engineering Services
Water System – Asset Inventory and Assessment
Date of Issue: November 23, 2022
Submission Deadline: January 4, 2023 at 5:00 p.m.**

Proposals shall be submitted by electronic mail to:
Heather Finnell, Town Clerk
heather@hbtownhall.com

**TOWN OF HOLDEN BEACH
Request for Qualifications
Submission Deadline (via electronic mail: 4 January, 2023 at 5:00 p.m.)
Contract Type: Open Market
Description: Engineering Services**

Execution Page

By executing this Request for Qualifications ("RFQ"), the undersigned Vendor certifies that this response is submitted competitively and without collusion, that none of its officers or directors has been convicted of any violations under Chapter 78A of the North Carolina General Statutes (the North Carolina Securities Act), the Securities Act of 1933 or the Securities Exchange Act of 1934, and that it is not an ineligible vendor as set forth in N.C.G.S. § 143-59.1.

As required under N.C.G.S. § 143-48.5, the undersigned Vendor certifies that it, and each of its subcontractors, if any, for any contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

Proposals will be evaluated to rank the responding vendors in order of their qualifications and competence following which the Town will attempt to negotiate a fair and reasonable contract price with the best qualified vendor.

The failure to execute/sign this response prior to its submittal shall render the response invalid such that it will be rejected. Late responses shall not be considered.

Vendor:
Street Address:
City, State, and Zip:
Mailing Address:
City, State and Zip:
Federal ID No. or Social Security No.:
Name/Title of Person Signing on Behalf of Vendor:
Signer's Telephone No.: Signer's Mobile No.:
Signer's Email Address: Date:
Vendor's Authorized Signature:

1.0 PURPOSE, BACKGROUND AND SCOPE OF WORK.

1.1 PURPOSE.

The Town of Holden Beach ("Town") is seeking qualified providers of engineering services to develop a system-wide asset inventory and assessment of the Town's water system, with the specific goals of evaluating the adequacy of distribution, fire flows, storage and the need for a second water tank. This project will enable the Town to identify and prioritize critical water capital projects and strategically and efficiently direct funds to implement these projects. Activities shall include storage tank inspection/assessment, distribution lines inspection/assessment, valve inspection/assessment, mapping of assets, a capital improvement plan and an asset management plan.

1.2 BACKGROUND

The Town is a municipal corporation located in Brunswick County, North Carolina serving a community of 932 year-round residents and a summer population exceeding fifteen thousand. The Town provides for solid waste disposal, water distribution and sewer collection/transmission, building inspection, code enforcement, parks and recreation, police and fire protection.

1.3 SCOPE OF WORK.

The exact scope of services required by the Town shall be set forth in an agreement between the Town and the selected firm. The scope of work shall include, but is not be limited to, the following:

- Distribution system asset inventory and assessment
- Flow testing, pressure testing and leak detection
- Water supply system asset inventory and assessment
- Storage system asset inventory and assessment
- Hydrant inspection and assessment
- GIS mapping of assets and asset database
- Applicable grants recommendation and procurement assistance
- Capital improvement plan
- Asset management plan document

2.0 GENERAL INFORMATION.

2.1 NOTICE TO VENDOR OF RFQ TERMS AND CONDITIONS.

It shall be the Vendor's responsibility to read all parts and content of this RFQ and comply with all requirements and specifications set forth herein. Inquiries concerning this RFQ should be directed to Chris Clemmons, Public Works Director, pworks@hbtownhall.com.

2.2 RESPONSE SUBMITTAL.

- A. Vendor shall submit one executed electronic copy of its response. Responses shall be submitted by electronic mail only. Paper copies shall be deemed non-responsive and shall not be considered.
- B. Responses should be timely emailed directly to Heather Finnell, Town Clerk, at heather@hbtownhall.com. The subject line for the submission email should reference "RFQ Engineering Services Water Systems – Asset Inventory and Assessment"
- C. It shall be the Vendor's responsibility to submit its response in accordance with these instructions by the specified time and date.
- D. Responses shall be submitted with the Execution Page (page 1 herein) signed and dated by an official authorized to bind the Vendor. Failure to submit an executed response shall disqualify the Vendor.

2.3 RESPONSE CONTENTS.

- A. Cover letter which includes the RFQ name, the Vendor's name, mailing address, email address, telephone number and the identity of the Vendor's authorized representative.
- B. A fully completed and executed Execution Page.
- C. Descriptions of the following:
 - i. General information and background of Vendor's firm including the size of the firm, the number of years it has been in business, total number of personnel and the number of staff by discipline.
 - ii. The overall capabilities of the firm relevant to this RFQ.
 - iii. Summaries of recently completed projects on which similar services were provided and references for those projects; each such summary and reference to include the client's and the project's name, the project description, the dollar value of the project and specific grant assistance provided/attained if applicable, and the name, title, email address and telephone number of the reference contact.
 - iv. Experience with green and sustainable design features.
- D. Completed and signed Certification of Financial Condition attached hereto and incorporated herein by reference as Exhibit A.
- E. Completed and signed Supplemental Vendor Information – Historically Underutilized Businesses attached hereto and incorporated herein by reference as Exhibit B.

2.4 TOWN RESERVATIONS.

The Town expressly reserves the right to:

- A. Withdraw this RFQ anytime without prior notice.
- B. Postpone the response due date for its own convenience.
- C. Evaluate the responses deemed to be the most qualified for the project and in the best interests of the Town.

- D. Reject any and all responses and waive informalities and minor omissions in the responses.
- E. Reject any and all responses, in whole or in part, based on the following: by deeming the response unsatisfactory; non-compliance with the requirements and terms of this RFQ; lack of competitiveness; determining that the proposed requirement is no longer necessary; circumstances preventing evaluation of the most qualified response; or any other determination that rejecting the response is in the best interests of the Town.

2.5 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS.

During the evaluation period – from the date the responses are opened and the vendors ranked by qualifications – each vendor submitting a response is prohibited from having any communications with any person inside or outside of the Town if the communication refers to the vendor’s response or qualifications, the contents or qualifications of another vendor, and/or the transmittal of any other communication of information that could reasonably be considered to have the effect of directly or indirectly influencing the evaluation of submitted responses to this RFQ. A vendor failing to comply with this provision shall be disqualified from being evaluated for this RFQ unless it is determined, in the Town’s discretion, that the communication was harmless or that it was made without the intent to influence the evaluation of vendors under this RFQ. Only those discussions, communication or transmittals of information authorized or initiated by the Town or general inquiries directed to the Town regarding the requirements of this RFQ are excepted from this provision.

2.6 HISTORICALLY UNDERUTILIZED BUSINESSES.

The Town invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled individuals, disabled business enterprises and non-profit work centers for the blind and severely disabled. In responding to this RFQ, vendors shall complete and sign the Supplemental Vendor Information – Historically Underutilized Businesses attached hereto as Exhibit B.

2.7 WITHDRAWAL OF RESPONSE.

A response to this RFQ may be withdrawn only in a writing received by the Town Clerk before the January 4, 2023 submission deadline. A withdrawal request must be on the Vendor’s letterhead and signed by an authorized official of the Vendor.

2.8 INFORMAL COMMENTS.

The Town shall not be bound by informal explanations, instructions, or information given at any time by anyone on behalf of the Town during the evaluation process.

2.9 COST OF PREPARING THE RESPONSE.

Any costs incurred by a vendor in preparing or submitting a response are the vendor’s sole responsibility and the Town shall not reimburse any vendor for any costs incurred in preparing its response.

3.0 VENDOR'S REPRESENTATIONS.

- A. Vendor warrants that only qualified personnel shall provide services under any agreement resulting from this RFQ and that they shall do so in a professional manner. As used herein, "professional manner" means that the personnel performing the services possess the skill and competence consistent with the prevailing business standards in the subject industry.
- B. Vendor warrants that it: has the financial capacity to perform and to continue to perform its obligations under any agreement resulting from this procurement process; has no actual or constructive knowledge of any actual or potential legal proceeding brought or being brought against it that could materially adversely affect performance of any such resultant agreement; and is not prohibited by any contract or order by any court of competent jurisdiction from entering into an agreement resulting from this procurement process.

EXHIBIT A

Name of Vendor: _____.

The undersigned hereby certifies that [check all applicable boxes]:

- Vendor is in sound financial condition.
- Vendor has no outstanding tax or judgment liens.
- Vendor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.
- Vendor is not the subject of any current litigation or findings of non-compliance under federal or state law.
- Vendor has not been the subject of any past or current litigation or findings in any past litigation which may impact in any way its ability to perform its obligations under an agreement resulting from this procurement process.
- The undersigned is authorized to make the foregoing statements on Vendor's behalf.

If one or more of the foregoing boxes is NOT checked, please set forth the reason in the space directly below.

Signature

Date

Printed Name and Title

EXIHIBIT B

Pursuant to N.C.G.S. § 143-64.31, the Town invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform any required functions set forth in this RFQ. Any questions concerning NC HUB certification may be directed to the North Carolina Office of Historically Underutilized Businesses at (984) 236-0103 or huboffice.doa@doa.nc.gov.

- 1. Is Vendor a Historically Underutilized Business? Yes No
 - 2. Is Vendor certified with North Carolina as a Historically Underutilized Business? Yes No
- If so, state HUB classification: _____.

Signature

Date

Printed Name and Title

Attachment 5

| Criteria | McGill Associates | Green Engineering | WithersRavenel |
|---|-------------------|-------------------|----------------|
| General Information | | | |
| The Overall Capabilities of the Firm Relevant to this RFQ | | | |
| Benchmark Projects | | | |
| References | | | |
| Experience with Green & Sustainable Design Features | | | |
| Total | | | |

Scoring Instructions: Rank each firm by category on 1-3 scale, using 3 as highest qualified and 1 as lowest qualified.

Memo To Board

11 Jan 2023

RE: Pay Study

This memo outlines the results (Atch 1) of an analysis performed by direction of the Board at its September meeting the topic of which was the separation of Town Manager/Finance Officer duties and subsequent October tasker to perform a MAPs type study for all positions.

Salary data (Atch 2) has been compiled for a separate Finance Officer position (Atch 3) in addition to each Town full time regular position covered by the pay plan. This per position data (i.e. "market") was acquired from local governments with regional, functional and job similarities. Market ranges were subsequently established with minimums, maximums and midpoints for comparison to the Town's existing pay plan. The Town's current pay ranges were generally found to be below current market ranges; some more so than others.

Each employee's current salary has been compared to their individual market range to ascertain their relative placement within the "new" pay plan.

Criteria/methodology used to calibrate existing employees' salaries is based on:

1. Below minimum salary employees brought up to the new market minimums
2. Above minimum but below mid-point salaries brought up to new market midpoints
3. Employees above new market midpoints but below maximums not adjusted

If implemented as prepared the total impact is shown by Fund in the table below:

| Implementation Date | General | Water/Sewer | BPART | Total |
|-------------------------|---------|-------------|--------|---------|
| 1 July 2023 (Annual) | 156,942 | 25,322 | 21,946 | 238,400 |
| 1 Jan 2023 | 95,566 | 12,661 | 10,973 | 119,200 |

Recommend approving at the regular January Board meeting with an effective date of 1 January 2023. Board actions required in order to implement are outlined as follow and are agenda items:

1. Budget Amendment (Atch 4) to fund revisions to pay plan and personnel salary changes
2. Classification/Pay Plan update and associated Personnel salary changes
3. Town Manager contract revision (Atch 5)

Administrative action to follow on to Board actions will be the execution of an employment agreement with a new Finance Officer.

Atchs (5)

1. By person current salary to market salary comparison
2. By position current pay ranges to market range comparison
3. Finance Officer Job Description
4. Budget Ordinance Amendment
5. Town Manager Contract Revision



Attachment 1

| Name | Department | Title | Current Salary | Proposed Salary | Increase |
|--------------------|------------------------|------------------------------------|----------------|-----------------|----------|
| Amy Fisher | Administration | Customer Service Rep | 31,221 | 36,431 | 5,210 |
| Daniel McRaine | Administration | Budget & Fiscal Analyst | 56,612 | 72,602 | 15,990 |
| Megan Hegadore | Administration | Utility Billing Specialist | 39,811 | 40,031 | 220 |
| Heather Finnell | Administration | Town Clerk/Human Resources Officer | 66,216 | 75,654 | 9,438 |
| Margaret Lancaster | Administration | Fiscal Operations Supervisor | 74,052 | 74,052 | 0 |
| Christy Ferguson | Parks & Rec | Assistant Town Manager | 66,587 | 82,284 | 15,697 |
| Janna Pigott | Planning & Inspections | Permit Specialist | 32,781 | 39,679 | 6,898 |
| Carey Redwine | Planning & Inspections | Plan Reviewer/Inspector | 49,712 | 49,712 | 0 |
| Tim Evans | Planning & Inspections | Codes Administrator | 77,020 | 87,861 | 10,841 |
| Rhonda Wooten | Planning & Inspections | Development Services Officer | 61,381 | 61,381 | 0 |
| Vacant | Police | Police Officer | 39,847 | 46,700 | 6,853 |
| Vacant | Police | Police Officer | 39,847 | 46,700 | 6,853 |
| Ericka Horne | Police | Administrative Assistant | 34,112 | 36,930 | 2,818 |
| Alyse Wade | Police | Police Officer | 41,693 | 46,700 | 5,007 |
| Preston Conley | Police | Police Officer | 41,693 | 46,700 | 5,007 |
| Sean Watson | Police | Police Officer | 50,996 | 58,252 | 7,256 |
| Brandon Doshier | Police | Police Officer | 43,767 | 58,252 | 14,485 |
| Jessica Camara | Police | Police Officer | 50,778 | 58,252 | 7,474 |
| Jeremy Dixon | Police | Police Chief | 80,032 | 97,571 | 17,539 |
| Frank Dilworth | Police | Lieutenant | 65,161 | 76,661 | 11,500 |
| Adam Milligan | Police | Sergeant | 58,269 | 67,195 | 8,926 |
| Garrett Fisher | Public Works | Senior Public Services Tech | 39,208 | 40,233 | 1,025 |
| Alexander Smith | Public Works | Public Services Tech | 34,424 | 36,826 | 2,402 |
| Max Horne | Public Works | Senior Public Services Tech | 41,163 | 41,163 | 0 |
| Bernard Liberton | Public Works | Public Services Crew Leader | 50,461 | 56,756 | 6,295 |
| Scott Cunningham | Public Works | Public Services Supervisor | 57,283 | 68,078 | 10,795 |
| Chris Clemmons | Public Works | Public Services Director | 85,672 | 93,679 | 8,007 |
| Vacant | Public Works | Public Services Tech | 34,422 | 36,826 | 2,404 |

Attachment 2

| GRADE | CLASSIFICATION | FLSA STATUS | 2022 HIRING RATE | 2022 MAXIMUM | PROPOSED H MINIMUM | PROPOSED MAXIMUM | MIDPOINT |
|-------|-------------------------------------|-------------|------------------|--------------|--------------------|------------------|----------|
| 9 | Customer Services Representative | | 31221 | 46832 | 36431 | 55562 | 45997 |
| 10 | Public Services Technician | | 34422 | 51633 | 36826 | 56220 | 46523 |
| 11 | Police Department Admin Assistant | | 31221 | 46832 | 36930 | 57136 | 47033 |
| 12 | Permit Specialist | | 32782 | 49174 | 39679 | 60140 | 49910 |
| 13 | Utility Billing Specialist | | 37949 | 56924 | 40031 | 60517 | 50274 |
| 14 | Senior Public Services Technician | | 37949 | 56924 | 40233 | 61380 | 50807 |
| 15 | Development Services Officer | | 39847 | 59771 | 44960 | 68007 | 56484 |
| 16 | Public Services Crew Leader | | 41839 | 62758 | 45071 | 68440 | 56756 |
| 17 | Police Officer | | 39847 | 59771 | 46700 | 69804 | 58252 |
| 18 | Plan Reviewer/Inspector | | 39847 | 59771 | 48065 | 73602 | 60834 |
| 19 | Fiscal Operations Supervisor | E | 53398 | 80097 | 52207 | 79486 | 65847 |
| 20 | Police Sergeant Police Detective | | 43930 | 65896 | 53804 | 80585 | 67195 |
| 21 | Public Services Supervisor | | 48433 | 72651 | 54081 | 82075 | 68078 |
| 22 | Town Clerk/Human Resources Officer | E | 50855 | 76283 | 60062 | 91245 | 75654 |
| 23 | Police Lieutenant | E | 50855 | 76283 | 61190 | 92132 | 76661 |
| 24 | Codes Administrator | E | 56068 | 84102 | 69497 | 106224 | 87861 |
| 25 | Finance Officer | E | 58871 | 88307 | 72602 | 111277 | 91940 |
| 26 | Public Services Director | E | 61815 | 92723 | 74397 | 112960 | 93679 |
| 27 | Police Chief | E | 64906 | 97359 | 78277 | 116865 | 97571 |
| 28 | Assistant Town Manager | E | 56068 | 84102 | 82284 | 123821 | 103053 |

E = Exempt from the Wage and Hour Provisions of the Fair Labor Standard Act (FLSA)

| Finance Officer TOWN | MINIMUM | MAXIMUM |
|---------------------------------|----------------|----------------|
| Kure Beach | \$68,485.82 | \$120,837.08 |
| Oak Island | \$78,962.00 | \$117,784.00 |
| Bald Head | \$74,656.00 | \$106,652.00 |
| Caswell Beach | \$48,719.00 | \$69,599.00 |
| Wrightsville Beach | \$64,011.00 | \$99,472.00 |
| Sunset Beach | \$69,020.00 | \$103,530.00 |
| Carolina Beach | \$84,702.00 | \$127,051.00 |
| Leland | \$92,741.80 | \$148,386.87 |
| Shallotte | \$72,123.00 | \$108,185.00 |
| AVG | \$72,602.29 | \$111,277.44 |

| | | |
|---|---------|----------|
| Fiscal Operations Supervisor | 53,398 | 80,097 |
| Leland Budget & Strategy Manager | 65,910 | 105,456 |
| Oak Island Accounting Services Anaylst | 56,117 | 83,708 |
| Sunset Beach Deputy Finance Director | 51,503 | 77,256 |
| Leland Finance/Payroll Coordinator | 49,183 | 78,693 |
| Southport Financial Specialist | 43,064 | 64,596 |
| Southport Payroll and Benefits | 41,013 | 61,520 |
| Oak Island Tax Collector | 56,117 | 83,708 |
| OIB Revenues Collection Supervisor | 56,973 | 85,460 |
| Carolina Beach Utility Billing Supervisor | 49,983 | 74,974 |
| | 469,863 | 715,371 |
| | 52207 | 79485.67 |

| | | |
|--|----------------|----------------|
| Utility Billing Specialist | 37,949 | 56,924 |
| Leland Finance Specialist | 38,536 | 61,657 |
| Bald Head Administrative Specialist | 43,649 | 65,474 |
| Southport Utility Billing Technician | 37,200 | 55,800 |
| Wrightsville Accounting Tech II | 39,926 | 61,066 |
| Oak Island Utility Billing Specialist | 39,881 | 59,489 |
| OIB Utility Billing & Accounts Specialist | 40,489 | 60,734 |
| Shalotte Utility Billing Specialist | 40,161 | 60,242 |
| Carolina Beach Admin Support Specialist | 41,499 | 62,247 |
| Sunet Beach Finance Technician I | 36,603 | 54,904 |
| Sunset Beach Administrative Assistant III | 42,372 | 63,558 |
| | 400,316 | 605,171 |
| | 40031.6 | 60517.1 |

| | | |
|---|---------|---------|
| Customer Services Rep | 31,221 | 46,832 |
| Leland Admin Assistant | 34,953 | 55,925 |
| Bald Head Customer Service Rep | 41,571 | 65,474 |
| Southport Customer Service Rep | 33,742 | 50,613 |
| Wrightsville Admin Support Assistant | 35,641 | 55,388 |
| Oak Island Customer Service Representative | 36,174 | 53,959 |
| OIB Customer Service Representative | 36,725 | 55,088 |
| Shallotte Customer Service Representative | 34,693 | 52,040 |
| Carolina Beach Billing/Customer Service Rep | 39,523 | 59,283 |
| Sunset Beach Administrative Assistant | 34,860 | 52,290 |
| | 327,882 | 500,060 |
| | 36431.3 | 55562.2 |

| | | |
|---|---------|-----------|
| Town Clerk/Human Resources Officer | 50,855 | 76,283 |
| Leland Town Clerk | 62,771 | 100,434 |
| Leland HR Manager | 65,910 | 105,456 |
| Bald Head HR Director | 71,102 | 106,652 |
| Bald Head Village Clerk | 53,056 | 79,585 |
| Southport Human Resources Director | 63,626 | 95,439 |
| Southport City Clerk | 60,596 | 90,894 |
| Wrightsville Town Clerk | 50,153 | 77,939 |
| Wrightsville HRO | 47,765 | 74,227 |
| Oak Island Town Clerk | 56,117 | 83,708 |
| Oak Island Human Resources Officer | 68,209 | 101,746 |
| OIB Town Clerk | 54,260 | 81,390 |
| Shalotte Town Clerk | 48,817 | 73,226 |
| Carolina Beach Town Clerk | 70,217 | 105,490 |
| Carolina Beach Human Resources Director | 76,826 | 115,240 |
| Sunet Beach Town Clerk | 51,503 | 77,255 |
| | 900,928 | 1,368,681 |
| | 60,062 | 91,245 |

| | | |
|---|---------|-----------|
| Assistant Town Manager | 56,068 | 84,102 |
| Leland Assistant Town Manager | 107,360 | 171,776 |
| Bald Head Assistant Village Manager | 90,744 | 136,117 |
| Southport Parks & Rec Director | 63,626 | 95,439 |
| Oak Island Recreation Director | 68,209 | 101,746 |
| OIB Assistant Town Administrator | 84,177 | 126,266 |
| Shalotte Assistant Town Manager/Planning Dire | 75,730 | 113,595 |
| Carolina Beach Parks & Rec Director | 76,826 | 115,240 |
| Carolina Beach Assistant Town Manager | 97,787 | 140,071 |
| Sunet Beach Assistant Town Administrator | 76,094 | 114,142 |
| | 740,553 | 1,114,392 |
| | 82,284 | 123,821 |

| | | |
|-----------------------------|---------|---------|
| Police Chief | 64,906 | 97,359 |
| Southport Chief | 70,147 | 105,221 |
| Wrightsville Chief | 70,573 | 109,669 |
| Oak Island Chief | 78,962 | 117,784 |
| OIB Chief | 84,177 | 126,266 |
| Shallotte Chief | 72,123 | 108,185 |
| Carolina Beach Police Chief | 88,935 | 133,402 |
| Sunset Beach Chief | 69,020 | 103,530 |
| | 533,937 | 804,057 |
| | 78,277 | 116,865 |

| | | |
|----------------|----------|----------|
| Lieutenant | 50,855 | 76,283 |
| Leland | 69,205 | 110,729 |
| Bald Head | 61,419 | 92,129 |
| Southport | 57,710 | 86,565 |
| Wrightsville | 55,296 | 85,928 |
| Oak Island | 56,117 | 83,708 |
| Shalotte | 53,829 | 80,731 |
| Carolina Beach | 60,755 | 91,132 |
| | 414,331 | 630,922 |
| | 61190.14 | 92131.71 |

| | | |
|----------------|----------|---------|
| Sergeant | 43,930 | 65,896 |
| Leland | 56,935 | 91,097 |
| Southport | 49,852 | 74,778 |
| Oak Island | 50,900 | 75,925 |
| OIB | 49,215 | 73,823 |
| Shallotte | 48,817 | 73,226 |
| Carolina Beach | 55,106 | 82,661 |
| | 310,825 | 471,510 |
| | 53804.17 | 80585 |

| | | |
|---------------------------------|---------|---------|
| Police Officer | 39,847 | 59,771 |
| Leland | 44,610 | 71,377 |
| Bald Head Public Safety Officer | 50,531 | 75,796 |
| Southport | 41,013 | 61,520 |
| Wrightsville Officer I | 43,324 | 67,324 |
| Wrightsville Officer II | 45,489 | 70,692 |
| Oak Island Officer | 43,969 | 65,587 |
| OIB Officer | 46,871 | 70,307 |
| Shallotte Officer | 42,169 | 63,255 |
| Carolina Beach Officer | 46,648 | 68,628 |
| Sunset Beach Officer I | 42,372 | 63,558 |
| | 446,996 | 678,044 |
| | 46,700 | 69,804 |

| | | |
|--|---------|---------|
| Police Department Admin Assistant | 31,221 | 46,832 |
| Leland Admin Specialist | 40,463 | 67,741 |
| Leland Records Tech II | 36,701 | 58,721 |
| Leland Records Tech I | 33,289 | 53,262 |
| Southport Administrative Specialist | 37,200 | 55,800 |
| Wrightsville Admin Support Assistant | 35,641 | 55,388 |
| Oak Island Police Records Specialist | 36,174 | 53,959 |
| OIB Records Specialist | 34,976 | 52,464 |
| Shallotte Police Records Specialist | 36,428 | 54,642 |
| Carolina Beach Police Records Specialist | 41,499 | 62,247 |
| | 332,371 | 514,224 |
| | 36930 | 57,136 |

| | | |
|--------------------------------------|----------|-----------|
| Public Services Director | 61,815 | 92,723 |
| Leland Public Services Director | 92,742 | 148,387 |
| Bald Head Public Services Director | 86,424 | 129,636 |
| Southport Public Services Director | 70,147 | 105,221 |
| Wrightsville Public Works Director | 67,210 | 104,447 |
| Oak Island Public Works Director | 75,201 | 112,175 |
| OIB Public Services Director | 72,715 | 109,073 |
| Shalotte Public Services Director | 68,689 | 103,034 |
| Carolina Beach Public Works Director | 76,826 | 115,240 |
| Sunset Beach Public Works Director | 59,621 | 89,433 |
| | 669,575 | 1,016,646 |
| | 74397.22 | 112960.7 |

| | | |
|--|----------|---------|
| Public Services Supervisor | 48,433 | 72,651 |
| Leland Streets Maintenance Superintendent | 56,935 | 91,097 |
| Bald Head PW Field Op Supervisor | 55,710 | 83,564 |
| Southport Public Services Supervisor | 52,345 | 78,518 |
| Wrightsville Assistant Public Works Director | 60,963 | 94,736 |
| Oak Island Public Works Supervisor | 48,476 | 72,309 |
| OIB Public Works Superintendent | 49,215 | 73,823 |
| Shalotte Public Services Operations Supervisor | 53,820 | 80,731 |
| Carolina Beach Public Works Supervisor | 52,484 | 78,723 |
| Sunet Beach Deputy Public Works Director | 56,783 | 85,174 |
| | 486,731 | 738,675 |
| | 54081.22 | 82075 |

| | | |
|---|----------|----------|
| Public Services Crew Leader | 41,839 | 62,758 |
| Leland Streets Maintenance Supervisor | 49,183 | 78,693 |
| Southport Facilities Maintenance Supervisor | 47,478 | 71,217 |
| Wrightsville Utility System Superintendent | 45,489 | 70,692 |
| Oak Island Public Works Crew Leader | 41,875 | 62,464 |
| Oak Island Public Utilities Crew Leader | 43,969 | 65,587 |
| OIB Public Works Crew Leader | 42,513 | 63,770 |
| Shallotte Public Services Crew Leader | 46,492 | 69,739 |
| Carolina Beach Crew Leader | 43,574 | 65,359 |
| | 360,573 | 547,521 |
| | 45071.63 | 68440.13 |

| | | |
|---|---------|---------|
| Senior Public Services Tech | 37,949 | 56,924 |
| Leland Street Maintenance Tech III | 44,610 | 71,377 |
| Southport Public Services Tech | 37,200 | 55,800 |
| Wrightsville Utility System Specialist Senior | 37,424 | 58,158 |
| Oak Island Senior Maintenance Worker | 36,174 | 53,959 |
| Carolina Beach Maintenance Worker III | 41,499 | 62,247 |
| Sunset Beach Maintenance Worker III | 44,491 | 66,736 |
| | 241,398 | 368,277 |
| | 40,233 | 61,380 |

| | | |
|--|---------|---------|
| Public Services Tech | 34,422 | 51,633 |
| Leland Street Maintenance Tech II | 40,463 | 67,978 |
| Bald Head Public Works Specialist | 37,705 | 56,558 |
| Southport Public Services Tech | 33,742 | 50,613 |
| Wrightsville Utility Specialist | 33,944 | 52,749 |
| Oak Island Maintenance Worker II | 34,452 | 51,390 |
| OIB Public Works Specialist | 36,725 | 55,088 |
| Shallotte Utility Maintenance Mechanic | 40,161 | 60,242 |
| Carolina Beach Gen Maint Worker II | 37,639 | 56,459 |
| Sunset Beach Maintenance Worker II | 36,603 | 54,904 |
| | 331,434 | 505,981 |
| | 36,826 | 56,220 |

| | | |
|--|---------|-----------|
| Codes Administrator (Inspections Director) | 56,068 | 84,102 |
| Leland Building Inspector III | 59,782 | 95,652 |
| Leland Chief Building Inspector | 76,299 | 122,078 |
| Leland Planning Inspections Director | 92,742 | 148,386 |
| Southport Codes Administrator | 52,345 | 78,518 |
| Southport City Planner | 52,345 | 78,518 |
| Wrightsville Planning & Parks Director | 64,011 | 99,472 |
| Oak Island Development Services Officer | 75,201 | 112,175 |
| OIB Development Services Director | 76,351 | 114,527 |
| Shallotte Asst Town Mngr/Planning Director | 75,730 | 113,595 |
| Carolina Beach Chief Building Inspector | 63,794 | 95,687 |
| Carolina Beach Planning & Develop Director | 76,826 | 115,240 |
| Sunet Beach Chief Building Inspector | 69,020 | 103,530 |
| Sunset Beach Planning Director | 69,020 | 103,530 |
| | 903,466 | 1,380,908 |
| | 69,497 | 106,224 |

| | | |
|--|---------|---------|
| Plan Review/Inspector | 39,847 | 59,771 |
| Leland Building Inspector I | 49,183 | 78,693 |
| Leland Plan Reviewer | 56,935 | 91,097 |
| Wrightsville Building Code Administrator | 41,260 | 64,119 |
| Oak Island Code Enforcement Officer I | 46,168 | 68,867 |
| Oak Island Code Enforcement Officer II | 50,900 | 75,925 |
| OIB Code Enforcement Officer I | 46,871 | 70,307 |
| Shallotte Planner/Code Enforcement | 46,492 | 69,739 |
| Sunset Beach Building Inspector I | 46,715 | 70,073 |
| | 384,524 | 588,820 |
| | 48065.5 | 73602.5 |

| | | |
|--|---------|---------|
| Development Services Tech | 39,847 | 59,771 |
| Leland Code Enforcement Officer | 44,610 | 71,376 |
| Southport Code Enforcement | 43,064 | 64,596 |
| Wrightsville Code Enforcement | 41,260 | 64,119 |
| Oak Island Code Enf/Floodplain Admin/LPO | 46,168 | 68,867 |
| Oak Island Code Enforcement II | 50,900 | 75,925 |
| OIB Code Enforcment Officer I | 46,871 | 70,307 |
| Shalotte Zoning Code Enforcement Officer | 40,162 | 60,242 |
| Carolina Beach Code Enforcement Officer | 46,648 | 68,628 |
| | 359,683 | 544,060 |
| | 44960.4 | 68007.5 |

| | | |
|-------------------------------------|---------|----------|
| Permit Specialist | 32,782 | 49,174 |
| Leland | 40,463 | 64,741 |
| Southport Administrative Specialist | 37,200 | 55,800 |
| Oak Island Permit Specialist | 37,982 | 56,657 |
| OIB Permits Specialist | 38,561 | 57,842 |
| Carolina Beach Permit Tech | 41,499 | 62,247 |
| Sunset Beach Permit Technician | 42,372 | 63,558 |
| | 238,077 | 360,845 |
| | 39679.5 | 60140.83 |

FINANCE OFFICER

General Statement of Duties

Performs complex professional and difficult administrative work in planning, organizing, and directing the financial activities of the Town.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the disbursement and accounting of revenues and expenditures for the Town. Work involves management and participation in accounting, collections, payroll, tax billing, debt service administration, investments, fixed asset management and purchasing for the Town. In addition, the employee provides considerable assistance to the Town Manager in the development and administration of the operating and capital budgets, and significant financial reporting. The employee also advises the Town Manager and Board on a variety of fiscal issues. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government financial operations. Work is performed under the general direction of the Town Manager and is evaluated through conferences, reports and by an independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes and coordinates the operations of the Finance Department, including disbursement and accounting of municipal funds, purchasing, fixed assets management, investments, accounts payable and receivable, cash management and preparation of monthly, quarterly and annual reports.

Assists Town Manager in the preparation of the general operating and capital improvements budgets; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures; works with the Manager and Board in the formulation of Town financial policies and in the preparation of the annual budget including providing revenue projections; prepares and presents budget amendments.

Manages receipt and investment of all Town revenues; reviews and monitors ongoing administration of budget; monitors revenues and expenditures; manages capital budgets; reviews budget system and financial conditions and develops methods of improvement.

Disburses all funds of the Town in strict compliance of NCGS, Chapter 159, Local Government Finance, the budget ordinance and each project ordinance and shall preaudit obligations and disbursements as required by the chapter.

Keeps the accounts of the Town in accordance with the generally accepted principles of governmental accounting and the rules and regulations of the Local Government Commission.

Researches, recommends and maintains appropriate financial package software and peripherals.

Manages the issuance of Town debt and administers the Town's debt service program.

Performs cash flow analysis; initiates transfers into and out of cash management investments to ensure sufficient monies on hand for operating costs.

Assists the auditors during the annual audit of Town financial records; provides files, records and reports and conducts research as necessary to provide required information; follows up on findings to improve financial systems.

Submits to Town Manager and the Board periodic reports of the financial condition of the Town.

Performs fiscal analysis, trend analysis, revenue forecasting, debt service planning, capital budgeting and planning, financial reporting and related financial management tasks.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Thorough knowledge of the principles and practices of information technology systems and their use in a municipal environment; skill in the use of spreadsheets for tracking and analysis.

Thorough knowledge of the Town's personnel, purchasing and budgeting policies and procedures.

Working knowledge of personnel laws, regulations and court cases.

Skill in collaborative conflict resolution.

Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms and records.

Ability to design and prepare analytical or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials and with other Town employees.

Ability to conduct long range fiscal planning.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Ability to provide clear and understandable presentation of financial issues to groups of people.

Physical Requirements

Must be able to physically perform the life support functions of fingering, feeling, talking, hearing, reaching, stooping and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and statistics, operate a computer terminal, perform accounting duties and do extensive reading.

Desirable Education and Experience

Graduation from a four-year college or university with a degree in accounting or business and considerable experience in public finance administration including some supervisory experience; or an equivalent combination of education and experience. Prefer Finance Officer Certification.

Attachment 4

Budget Ordinance Amendment 23-01

An Ordinance Amending Ordinance 22-14, The Revenues and Appropriations Ordinance for Fiscal Year 2022 – 2023 (Amendment No. 9)

Purpose: To Implement Pay Plan and Salary Revisions

Be it ordained by the Board of Commissioners of the Town of Holden Beach, North Carolina, that Ordinance No. 22-14 appropriating funds for fiscal year 2022-2023 be amended as follows:

Section I. General Fund

Part A: Revenue

| Account # | Description | Action | Amount |
|--------------|---------------------------|----------|-----------|
| 10.0399.0200 | Fund Balance Appropriated | Increase | 95,566.01 |
| | | Total | 95,566.01 |

Part B: Expenses

| Account # | Description | Action | Amount |
|--------------|--------------------------------|----------|--------|
| 10.0420.0200 | Salaries | Increase | 15,319 |
| 10.0420.0500 | FICA | Increase | 1,172 |
| 10.0420.0700 | Retirement | Increase | 1,555 |
| 10.0420.0800 | 401k Employers Match | Increase | 766 |
| 10.0510.0200 | Salaries | Increase | 49,457 |
| 10.0510.0500 | FICA | Increase | 3,783 |
| 10.0510.0700 | Retirement | Increase | 5,020 |
| 10.0510.0900 | PD Employers 401k Contribution | Increase | 2,473 |
| 10.0540.0200 | Salaries | Increase | 8,870 |
| 10.0540.0500 | FICA | Increase | 679 |
| 10.0540.0700 | Retirement | Increase | 900 |
| 10.0540.0800 | 401k Employers Match | Increase | 443 |
| 10.0570.0200 | Salaries | Increase | 2603 |
| 10.0570.0500 | FICA | Increase | 199 |
| 10.0570.0700 | Retirement | Increase | 264 |
| 10.0570.0800 | 401k Employers Match | Increase | 130 |
| 10.0580.0200 | Salaries -Full time | Increase | 1574 |
| 10.0580.0500 | FICA | Increase | 120 |
| 10.0580.0700 | Retirement | Increase | 160 |
| 10.0580.0800 | 401k Employers Match | Increase | 79 |
| | | Total | 95566 |

Section II. Water/Sewer Fund

Part A: Revenue

| Account # | Description | Action | Amount |
|--------------|---------------------------|--------------|--------------|
| 30.0399.0500 | Fund Balance Appropriated | Increase | 12661 |
| | | Total | 12661 |

Part B: Expenses

| Account # | Description | Action | Amount |
|--------------|----------------------|--------------|---------------|
| 30.0720.0200 | Salaries | Increase | 110 |
| 30.0720.0500 | FICA | Increase | 8 |
| 30.0720.0700 | Retirement | Increase | 11 |
| 30.0720.0800 | 401k Employers Match | Increase | 6 |
| 30.0810.0300 | Salaries | Increase | 10,200 |
| 30.0810.0500 | FICA | Increase | 780 |
| 30.0810.0700 | Retirement | Increase | 1,035 |
| 30.0810.0800 | 401k Employers Match | Increase | 510 |
| | | Total | 12,661 |

Section III. Beach Parks Access Recreation Trust Fund

Part A: Revenue

| Account # | Description | Action | Amount |
|--------------|---------------------------|--------------|--------------|
| 50.0399.0000 | Fund Balance Appropriated | Increase | 10973 |
| | | Total | 10973 |

Part B: Expenses

| Account # | Description | Action | Amount |
|--------------|---------------------------|--------------|---------------|
| 50.0610.0200 | Salaries | Increase | 7,848 |
| 50.0610.0500 | FICA-Recreation | Increase | 600 |
| 50.0610.0700 | Retirement Rec | Increase | 797 |
| 50.0610.0800 | 401k Employers Match | Increase | 392 |
| 50.0810.0200 | Salaries Beach Project | Increase | 1,087 |
| 50.0810.0500 | FICA Beach Project | Increase | 83 |
| 50.0810.0700 | Retirement Beach Project | Increase | 110 |
| 50.0810.0800 | 401k Employers Beach Prjt | Increase | 54 |
| | | Total | 10,973 |

The Town Manager is hereby authorized to effect such administrative actions as necessary to ensure compliance with the Local Government Fiscal Control Act and Governmental Accounting Standards Board.

This amendment is effective the 17th day of January, 2023.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk

AMENDED AGREEMENT FOR EMPLOYMENT

The Town of Holden Beach entered into an Agreement of Employment as Town Manager/ Finance Director (Attachment 1) with David Wayne Hewett on March 31, 2017; and

Said agreement was subsequently amended on April 21, 2022 (Attachment 2).

The Town of Holden Beach and David Wayne Hewett are desirous of further amending said contract as follows:

- Deletion of references to finance director duties.

This amendment does not contemplate any further changes to the said agreement.

IN WITNESS THEREOF, the Town and David Wayne Hewett have executed this amendment effective as the day listed below.

TOWN OF HOLDEN BEACH

By: _____
J. Alan Holden, Mayor

Attest: _____
Heather Finnell, Town Clerk

AGREED AND ACCEPTED this _____ day of January, 2023.

David Wayne Hewett, Town Manager

Pre-Audit Certification: This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer

Attachment 1

BRUNSWICK COUNTY
NORTH CAROLINA

AGREEMENT FOR EMPLOYMENT AS TOWN MANAGER/FINANCE DIRECTOR

THIS AGREEMENT for Employment as Town Manager and Finance Director (hereinafter "Agreement") is made and entered into effective as of this the 31 day of March 2017 by and between the Town of Holden Beach, North Carolina, a municipal corporation organized under the laws of the State of North Carolina (hereinafter "Town"), by and through the Board of Commissioners of Holden Beach (hereinafter "Board") and David Wayne Hewett, a citizen and resident of Brunswick County (hereinafter "Manager"), to establish and set forth the terms and conditions of his employment as the Manager and Finance Director.

WITNESSETH

WHEREAS, the Town requires the employment of a Manager and Finance Director to manage administrative and financial matters of the Town in carrying out its responsibilities; and

WHEREAS, the Town is authorized to employ persons deemed necessary to carry out the management functions and duties assigned to them by the authority and to fix their compensation, within the limit of available funds;

WHEREAS, the Board and Manager wish to ensure the professional administration of Town affairs in a manner consistent with State law, the Town's charter, and existing policies; and

WHEREAS, the Town desires to employ the services of the Manager as the Town Manager and Finance Director, pursuant to the terms, conditions and provisions of this Agreement; and

WHEREAS, the Manager has been acting as the Manager and Finance Director since 2008 and desires to continue acting as Manager and Finance Director for the Town;

WHEREAS, it is the desire of the Board to provide certain benefits, establish certain conditions of employment and to set working conditions of said Manager, by which Manager's performance, in part, shall be measured; and

WHEREAS, Manager acknowledges that he will serve at the pleasure of the Board, is an "at will employee", and has agreed to continued employment as the Town Manager, subject to and on the terms, conditions, and provisions agreed to set forth in this Agreement;

NOW, THEREFORE, in consideration of the Manager's employment with the Town, and other good and valuable consideration, including the mutual covenants herein contained, the receipt and legal sufficiency of which are hereby acknowledged, the Town and the Manager hereby contract, covenant, and agree as follows:

Section 1: Purpose

The purpose of this Agreement is to memorialize conditions and terms of the continued employment of the Manager. Nothing in this Agreement is intended to prevent the Town and the Manager from amending this Agreement in the future to expand the scope of the Agreement.

Section 2: Duties

The Manager is to perform the duties and functions as specified in North Carolina General Statute §160A -148 and § 159-25, the Town Charter, the Laws of the State of North Carolina, the Town Personnel Policy, this Agreement, and to perform other legally permissible and proper duties and functions as the Board shall, from time to time, assign to the Manager consistent with the intent of this Agreement.

The Manager shall perform these duties in a professional manner.

Section 3: Term

- A. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Town Council to terminate the services of the Manager at any time, subject only to the provisions set forth in Section 11, Paragraph A and B, of this Agreement.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Manager to resign at any time from his position with the Town, subject only to the provisions set forth in Section 11, Paragraph C, of this Agreement.
- C. The terms of this Agreement shall remain in effect for five (5) years upon the execution and full acceptance of the contract by both parties at which time all provisions shall automatically be extended until such time as either party should desire to terminate the agreement under the provisions provided herein.

Section 4: Hours

It is agreed that Manager will work a minimum of forty (40) hours per week. The Manager agrees that a consistent work schedule during normal Town business hours is preferable. The Manager agrees to respond to the Town for emergency situations.

Section 5: Salary

Town agrees to pay Manager for his services a base annual salary of One Hundred Thirty Thousand Dollars (\$130,000) ("Salary") per year. This salary is payable in installments at the same time as other employees of the Town are paid. Manager is eligible for all other compensation and benefits as generally offered to employees to include any cost of living amount set forth by the Board, longevity, bonus, or other similar compensation recognized by the typical employees.

Section 6: Group Insurance Plan

Manager is eligible to participate in the Town's group insurance plan, including health, vision, dental and short term disability. The Town agrees to pay the full cost of insurance for Manager and Manager's family.

Section 7: Life Insurance Policy

While the Manager is employed by the Town, the Town shall pay the amount of premium due for term life insurance in the amount of three (3) times the Employee's annual base salary, including all increases in the base salary during the life of this agreement. The Employee shall name the beneficiary of the life insurance policy.

Section 8: Vacation, Sick and Personal Leave

It is acknowledged that as a condition of his original employment with Town, the Town agreed that the Town would allow Manager to transfer 470.50 of sick leave accrued at his previous place of employment.

At the time of execution of this agreement, Manager has accrued an additional 805.15 hours of sick leave, 112 of personal hours, and 450 hours of vacation.

In addition to the foregoing, Manager shall accrue and have credited to his personal account 21 vacation days, 12 sick days and 2 personal days per year.

Section 9: Suspension

The Board may suspend Manager with full pay and benefits at any time during the term of this agreement but only if a majority of the Board of Commissioners, after meeting in a closed session hearing, votes to suspend Manager for just cause provided.

"Just cause" for shall mean: That the Board, acting in good faith based upon the information then known to the Board, determines that Manager has committed or engaged in conduct including but not limited to: willful misconduct, gross negligence, charges of theft, fraud, or other illegal or dishonest conduct which are considered to be harmful to the Town by the majority vote of its Board of Commissioners; refusal or unwillingness to perform job duties, failure to adequately perform job duties as outlined in the job description, habitual absenteeism, substantial dependence on alcohol or any controlled substance, sexual or other forms of illegal harassment, conduct that reflects adversely upon, or making any remarks disparaging of the Town, its Board, insubordination; any willful act that is likely to and which does, in fact, have the effect of injuring the reputation, of the Town; violation of fiduciary duty, violation of any duty of loyalty, breach of any term of this Agreement, and matters of similar gravity to any of the above enumerated grounds.

Termination with Just Cause must be made with notice to Manager and an opportunity to present facts and argument on his behalf. In the event Manager is terminated for Just Cause, he will not

be entitled to any severance payments pursuant to Section 11, but will be entitled to all compensation, benefits and unreimbursed expenses accrued through the date of termination. The parties acknowledge that this definition of "Just Cause" is not intended and does not apply to any aspect of the relationship between the Town and any of its employees, including Manager, beyond determining his eligibility for severance payments.

Manager shall be given written notice setting forth any charges at least ten (10) days prior to such hearing by the Board of Commissioners bringing such charges.

Section 10: Disability

If Manager is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of four (4) successive weeks beyond any accrued sick leave, the Town shall have the option of terminating this agreement subject to the severance pay requirements of Section 11, Paragraph A.

Section 11: Termination, Resignation and Severance Pay

- A. In the event Manager is terminated by the Board before expiration of the aforesaid term of employment and during such time that the Manager is willing and able to perform his duties under this agreement, the Town agrees to pay Manager a lump sum cash payment equal to one (1) month salary, up to twelve (12) months, for every year Manager has been employed by Town. (Examples: If Employed 9 years, the severance pay shall be equal to 9 months compensation. If Employed 14 years, the severance pay shall be equal to 12 months compensation.) In addition to the foregoing, the Town agrees to continue providing Manager with health insurance, as provided in Section 6, for up to twelve (12) months or until such time as Manager obtains employment, whichever event occurs sooner.
- B. In the event the Manager is terminated for just cause or because of his conviction of any state or federal misdemeanor or felony, then, in that event, Town shall have no obligation to pay any severance pay as described in Section 11, Paragraph A but Manager will be entitled to all compensation, benefits and unreimbursed expenses accrued through the date of termination.
- C. In the event the Manager voluntarily resigns his position with the Town before the expiration of the term of his employment, then the Manager shall give the Town sixty (60) days notice in advance unless the parties agree otherwise. There will be no severance pay in the event that the Manager resigns his position but Manager will be entitled to all compensation, benefits and unreimbursed expenses accrued through the date of termination.

Section 12: Dues and Subscriptions

Town agrees to budget and to pay for the professional dues and subscriptions of Manager necessary for his continuation and full participation in national, regional, state and local

associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the Town.

Section 13: Professional Development

Town hereby agrees to budget for and pay the travel and subsistence expenses of Manager for professional and official travel, meetings and occasions adequate to continue the professional development of Manager and to adequately pursue necessary official and other functions for Town. Budget amounts shall be reviewed and approved by the Board.

Section 14: Performance Evaluation

- A. Annually, the Board and Manager will define goals and performance objectives which they determine necessary for the proper operation of the Town and in the attainment of the Board's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. The goals and objectives shall generally be attainable within the time limitations as specified and the annual operating and capital budget and appropriations that can be provided. The Mayor shall provide Manager with a summary written statement of the finding of the Board and provide an adequate opportunity for the Manager to discuss his evaluation with the Board of Commissioners.
- B. In effecting the provisions of this section, the Board and Manager mutually agree to abide by the provisions of any and all applicable laws.

Section 15: Indemnification

To the fullest extent permitted by law and except as specifically limited by Town Ordinances, the Town shall defend, save harmless and indemnify the Manager against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of any alleged act or omission occurring in the performance of the Manager's duties, and shall obtain and keep in full force and effect liability insurance, or risk pool coverage, including Public Officials coverage on a "wrongful act" basis, in sufficient amounts to assure accomplishment of such hold harmless and indemnification; provided that this section shall not be construed as creating any right, cause of action, or claim of waiver or estoppel for or on behalf of any third party, nor shall it be construed as a waiver or modification of the availability of the defense of governmental immunity or any other legal defense available to either the Town or the Manager as to any third party; and provided further that the Town shall not indemnify or hold harmless the Manager from and with respect to any claim or liability for which the conduct of the Manager is found by the Courts to have been outside the course and scope of employment of his official capacity as Manager, grossly negligent or intentionally wrongful. The Town may compromise and settle any such claim or suit, for which the Town has a duty to defend, save harmless and indemnify the Manager hereunder as hereinbefore more specifically provided.

Section 16: Bonding

The Town shall bear the full cost of any fidelity or other bonds required of the Manager under any law or ordinance.

Section 17: General Provisions

- A. **Governing Law.** This Agreement shall be construed in accordance with, and governed by, the laws of the State of North Carolina. Venue shall lie exclusively in Brunswick County, North Carolina.
- B. **Entire Agreement.** This Agreement incorporates all the agreements, covenants and understandings between the Town and the Manager concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No other prior agreements or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.
- C. **Amendment.** This Agreement shall not be modified or amended except by a vote of the Board and, upon approval of the Board, a written instrument executed by the Manager and the duly authorized representative of the Board.
- D. **Resignation/Termination.** Notwithstanding anything herein to the contrary, the Manager serves at the pleasure of the Board and this Agreement may be terminated and cancelled by the Board with or without cause, at any time and without recourse from the Manager subject to Section 11.

IN WITNESS WHEREOF, the Town and the Manager have executed this Agreement effective as of the date first written above.

[SIGNATURES ON FOLLOWING PAGE]

TOWN OF HOLDEN BEACH, NORTH CAROLINA

By:

Alan Holden
Alan Holden, Mayor

ATTEST:

Heather Finnell
Heather Finnell, Town Clerk



AGREED AND ACCEPTED this, the 31 day of March 2017.

David Wayne Hewett
David Wayne Hewett, Town Manager/Finance Officer

Preaudited IAW LG BFA
DH

Attachment 2

BRUNSWICK COUNTY
NORTH CAROLINA

AMENDED AGREEMENT FOR EMPLOYMENT AS TOWN MANAGER/FINANCE DIRECTOR

Amended Section 5: Salary

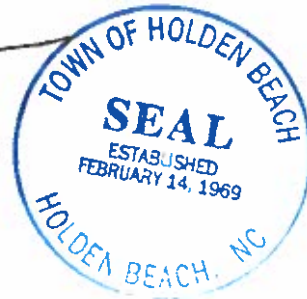
Manager's salary may be increased in such amounts and at such times as The Board in its discretion determines to be appropriate. Any salary increases or other benefits shall automatically be extended pursuant to Section 3: Term C., of the "Agreement for Employment as Town Manager/Finance Director entered on March 31, 2017, by the Town of Holden Beach and David Wayne Hewett.

IN WITNESS WHEREOF, the Town and the Manager have executed this Agreement effective as of the below listed date.

TOWN OF HOLDEN BEACH, NORTH CAROLINA

By: *Alan Holden*
Alan Holden, Mayor

ATTEST:
Heather Finnell
Heather Finnell, Town Clerk



AGREED AND ACCEPTED this, the 24 day of April, 2022.

David W. Hewett
David Wayne Hewett, Town Manager/Finance Officer

Pre-Audit Certification: This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

David W. Hewett
David Wayne Hewett, Finance Officer

This document had been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act *DM*



Date: January 8, 2023
To: Commissioners and Mayor Holden
From: Heather Finnell, Town Clerk HF
Re: Audit Committee

Per Section 30.26 of the Code of Ordinances, the Audit Committee is comprised of a member of the Board of Commissioners and not less than two or more than four residents or property owners of the Town of Holden Beach as full members, plus one alternate member. The commissioner shall be appointed to the Audit Committee by the Board in January of each year (Attachment 1).

Commissioner Kwiatkowski is currently the commissioner serving on the Audit Committee. The Board may choose to extend Commissioner Kwiatkowski's term or select a different commissioner to serve on the committee.

The Board can vote by ballot or verbally to fill the position. If ballots are used, please make sure to sign your name on the ballot.

Attachment I: Ordinance

Holden Beach Code of Ordinances

§ 30.27 AUDIT COMMITTEE.

(A) *Creation, name and number of members.* There is hereby established an Audit Committee which shall be comprised of a member of the Board of Commissioners and not less than two or more than four residents or property owners of the town as full members, plus one alternate.

(B) *Powers and duties.* The Audit Committee shall:

(1) Serve as an advisory committee for the town's Board of Commissioners (BOC);

(2) Assist and advise the BOC in its oversight responsibilities for the town's financial reporting process, systems of internal financial controls and the external audit process;

(3) Recommend to the BOC each year the selection of the independent external audit firm to conduct the annual external audit, using a request for proposals selection process when deemed necessary by the Audit Committee;

(4) Monitor the performance of the commercial public accounting firms providing audit services to the town;

(5) Monitor the performance of the external audit firm as it relates to the annual audit of the town;

(6) Review the annual audit report with the external auditor and provide a written opinion to the BOC;

(7) Periodically confirm the suitability of the town's internal control systems and/or policies, including information technology security and control;

(8) Receive confirmation that audit report recommendations have been acted upon in advance of the commencement of the next external audit;

(9) Perform other functions from time to time as shall be delegated or assigned to it by the BOC.

(C) *Appointment; terms.* The Commissioner shall be appointed by the BOC in January of each year. Other members of the Audit Committee shall be appointed by the BOC for three-year terms, with the exception of 2022 when two members shall be appointed for three years and two members for two years. Appointments shall normally be made in January. Each member of the Audit Committee shall serve at the pleasure

Holden Beach Code of Ordinances

of the Board during their appointment.

(D) *Meetings and attendance.*

(1) The Audit Committee shall meet quarterly and in addition at least one time per year to review the final audits with the external audit firm. Additional meetings may be called by the Chair as deemed necessary in fulfillment of the duties of the Committee. An appointed member of the Audit Committee who misses three consecutive regular meetings loses their status as a member.

(2) The Audit Committee shall comply with the provisions of the North Carolina Open Meetings Law, G.S. §§ 143-318.9 *et seq.* A quorum shall be in attendance before any action of an official nature can be taken. A **QUORUM** is defined as at least one more than the number absent of the appointed members.

(3) The Town Manager or his or her designee shall also be in attendance in addition to staff that he or she invites to provide pertinent information on agenda items. Auditors or other outside specialists may also be invited by the Committee or the Town Manager as appropriate.

(4) An appointed member of the Audit Committee who misses three consecutive regular meetings loses his or her status as a member.

(E) *Officers.*

(1) There shall be a Chair and Vice Chair of the Audit Committee. An annual election of the Chair and Vice Chair shall occur at the first regular meeting of the year.

(2) The Town Manger or his or her designee shall serve as Secretary to the Audit Committee.

(F) *Officers' duties.*

(1) The Chair of the Audit Committee shall preside at all meetings and shall appoint all committees.

(2) When the Chair is absent, the Vice Chair shall perform the duties of the Chair. When both the Chair and Vice Chair are absent, a temporary Chair shall be selected by those members who are present.

(3) The Chair shall assemble and provide an agenda to the Secretary at least one week in advance of a scheduled meeting.

(4) The Secretary shall provide to all members copies of agendas, official reports, information relevant to the Committee's duties provided to the Secretary by an Committee member and the official minutes of all regular and special meetings at

Budget Report ao 31 Dec 2022

- End of 2nd FY Quarter
- Highlights
- General, H2O, BPART, Canal Dredging

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Highlights

- All Funds in the Black
- Main "Like A/V Tax" Revenue Collections:
 - Ad Valorem: 41% v 80% last year
 - Sewer Capital: 39% v 79% last year
 - Canal Dredging: 38 v 74% last year
 - **Coincidence or Cause?**

3

Highlights

- **Other State/Local Revenues:**
 - Sales and Use @ 40%
 - Utilities Franchise @ 20%
 - Occupancy Tax: 90% v 80% last year
 - Building @ 45%
 - Parking @ 116% (\$289k)

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Highlights

- **52% of Capital Debt Paid - \$1.92/3.69mm**
- **Professional Services**
 - Engineers, Architects, Surveyors engaged on:
 - 796 OBW, Block Q, Pier, Canal Dredging, Streets, bulkheads, Greensboro Lift Station,
 - Advocate for federal issues
 - Audit selection next month to Board

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| <u>Fund</u> | <u>Budget Ord</u> | <u>Actual+Enc</u> | <u>Delta</u> | <u>ACT+Enc</u> |
|------------------------|-------------------|-------------------|--------------|----------------|
| General | | | | |
| Revenue | 4,617,885 | 1,758,123 | 2,859,762 | 38.07% |
| Expense | 4,617,885 | 1,720,765 | 2,897,120 | 37.26% |
| NET | 0 | 37,358 | | |
| H2O & Sewer | | | | |
| Revenue | 7,686,429 | 2,058,092 | 5,628,337 | 26.78% |
| Expense | 7,686,429 | 1,850,398 | 5,836,031 | 24.07% |
| NET | 0 | 387,806 | | |
| BPART | | | | |
| Revenue | 4,990,552 | 3,442,899 | 1,547,653 | 68.99% |
| Expense | 4,990,552 | 2,571,939 | 2,418,613 | 51.54% |
| NET | 0 | 870,960 | | |
| Canal Dredge | | | | |
| Revenue | 3,289,057 | 137,399 | 3,151,657 | 4.18% |
| Expense | 3,289,057 | 87,445 | 3,201,612 | 2.66% |
| NET | 0 | 49,954 | | |

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Budget Report ao 31 Dec 2022

- **Bottomline Opinion:**
 - “Probably Seasonally Transitional & NORMAL”
- **Monthly Budget to Act @ hbtownhall.com**

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