



Town of Holden Beach
Board of Commissioners
Special Meeting

Friday, June 9, 2017
9:00 AM

Holden Beach Town Hall
Public Assembly



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' SPECIAL MEETING
HOLDEN BEACH TOWN HALL - PUBLIC ASSEMBLY
FRIDAY, JUNE 9, 2017 - 9:00 A.M.**

1. Call to Order
2. Public Hearing - Proposed Budget for Fiscal Year 2017 - 2018
3. Discussion and Possible Action on Ordinance 17-08, Fiscal Year 2017 - 2018 Budget Ordinance
4. Adjournment

ORDINANCE 17-08

Town of Holden Beach Fiscal Year 2017/2018 Budget Ordinance

An Ordinance to appropriate revenues and authorize expenses for the Fiscal Year beginning 1 July 2017 and ending 30 June 2018. BE IT ORDAINED by the Board of Commissioners of the Town of Holden Beach North Carolina that revenues and expenses for the Fiscal Year 2017/2018 are authorized as set out below:

PART I. General Fund

GENERAL FUND REVENUES

CREDIT CARD SITE FEE GENERAL	1,000
AD VAL TAXES - CURRENT	2,623,191
AD VAL TAXES - PRIOR	20,000
VEHICLE TAXES	16,030
PNLTY & INT - AD VAL TAX	7,500
VEHICLE STICKERS	700
TAX PMTS TO BE REFUNDED	100
MISCELLANEOUS	7,000
SIDEWALK DEPOSIT	500
HOUSE MOVING SECURITY DEP	100
BRIDGE FEE	100
PLUMBING SCREEN SALES	250
BLUE CAN HOME RECYCLING	14,040
DONATIONS	500
CHRISTMAS DECORATIONS	500
UTILITIES FRANCHISE TAX	157,850
SALES ON TELECOMM-UTIL FR	8,550
SALES TAX ON VIDEO PROGRM	38,137
BEER &/OR WINE TAX	2,600
POWELL BILL	34,303
LOCAL SALES & USE TAX	148,185
CAMA CONTRACT	3,300
COURT COSTS	200
PARKING VIOLATIONS	100
ORDINANCE VIOLATIONS	1,200

Mosquito Contract	1,250
BUILDING PERMITS	138,403
CAMA PERMITS	5,142
ZONING FEES	9,694
ELECTRICAL INSPECTION	21,810
MECHANICAL INSPECTION	28,165
PLUMBING INSPECTIONS	13,457
ADMINISTRATIVE FEE-INSP	614
HOMEOWNERS RECOVERY FUND	500
REINSPECTION FEE	200
SALES TAX REFUND	7,500
DEMOLISH PERMIT	500
SALE OF MATERIALS	500
SALE OF TOWN FLAGS	100
SALE OF FIXED ASSETS	5,000
TRANSFER FROM SRF CANAL DREDGING	50,940

Total for Revenue

3,369,711

Expenses:

GOVERNING BODY

SALARIES - MAYOR AND COMMISSIONERS	7,800
PROFESSIONAL SERVICES	48,000
GOVERNING BODY - FICA	600
COMMUNICATIONS	6,600
PUBLIC RELATIONS	1,500
COMMUNITY EVENTS	1,500
TRAVEL	2,000
AB-TRAVEL & TRAINING	2,000
HURRICANE PREPARATION	2,100
DECORATIONS	500
ADVERTISING	750
AB-ADVERTISING MEETINGS	500
HOLDEN BEACH FLAG	500

AB-SUPPLIES & MATERIALS	1,500
OPERATIONAL CONTINGENCIES	5,000
NEW TOWN HALL DEBT SERVICE	275,893
New Town Hall Ops, Maint and Repair	48,836
CONTRIBUTIONS	14,750
TRANSFER TO BPART FUND	806,576

Total 1,226,905

Administration

SALARIES	
SALARIES - OVERTIME	333,195
FICA	3,500
GROUP INSURANCE	25,757
RETIREMENT	68,420
401K EMPLOYERS MATCH	25,252
COMMUNICATIONS	13,019
PRINTING	50,000
TRAVEL & TRAINING	6,000
M & R - EQUIPMENT	8,000
ADVERTISING	3,500
DEPT SUPPLIES & MATERIALS	1,000
UNIFORMS	5,500
REWARDS AND WELLNESS PRGR	1,000
SAFETY PROGRAMS ALL DEPTS	2,000
CONTRACTED SERVICES	1,500
DUES & SUBSCRIPTIONS	18,000
INSURANCE & BONDS	4,000
EQUIPMENT	40,000
	28,500

Total

638,143

POLICE EXPENSES

SALARIES	383,293
SALARIES - OVERTIME	48,500
FICA	33,032
GROUP INSURANCE	95,788
RETIREMENT	35,623
PD EMPLOYER'S 401K CONTRIBUTION	19,877
COMMUNICATIONS	27,500
TRAVEL & TRAINING	5,500
COMMUNITY WATCH	500
M & R - EQUIPMENT	2,500
M & R - VEHICLES	5,000
GAS, OIL & TIRES	25,000
DEPT SUPPLIES & MATERIALS	5,000
UNIFORMS	2,000
POLICE INOCULATIONS	500
EQUIPMENT	7,000
CAP OUTLAY-VEHICLES&EQUIP	59,634
PD CARS-ACCIDENT REPAIRS	2,000
Total	758,247

INSPECTIONS EXPENSES

SALARIES	148,682
SALARIES OVERTIME	1,500
FICA	11,489
GROUP INSURANCE	41,052
RETIREMENT	11,264
401K EMPLOYERS MATCH	6,250
COMMUNICATIONS	8,000

PRINTING	1,000
TRAVEL & TRAINING	3,000
M & R - VEHICLES	4,000
ADVERTISING	2,500
GAS, OIL & TIRES	3,250
DEPT SUPPLIES & MATERIALS	4,500
BUILDING INSP - UNIFORMS	1,500
CONTRACTED SERVICES	12,500
DUES & SUBSCRIPTIONS	1,000
HOMEOWNERS' RECOVERY FUND	600
EQUIPMENT PURCHASE	7,500

Total	269,586
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PUBLIC WORKS, STREETS, BUILDINGS AND GROUNDS EXPENSES

SALARIES	56,441
SALARIES OVERTIME	3,000
PROFESSIONAL SERVICES	1,000
FICA	4,547
GROUP INSURANCE	13,684
RETIREMENT	4,458
401K EMPLOYERS MATCH	2,000
UTILITY - STREET LIGHTS	45,000
BUILDINGS UTILITY PAYMENT	1,250
TRAVEL	1,000
BLDINGS&GROUNDS MAINT/SUP	25,000
M & R EQUIPMENT	17,500
M & R VEHICLES	6,000
MAINT & REP STREETS	10,000
MAINT & REPAIR BULKHEADS	15,000
STREET DRAINAGE PROJECTS	5,000
STREET SIGN REPLACEMENT	3,500

ADVERTISING	250
GAS, OIL & TIRES	15,500
DEPT SUPPLIES & MATERIALS	6,000
UNIFORMS	1,500
STREET PAVING PROJECTS	115,519
SIDEWALK MAINTENANCE	5,000

Total **358,149**

SANITATION EXPENSES

SALARIES FULL TIME	33,186
SALARIES OVERTIME	4,500
FICA	2,883
GROUP INSURANCE	13,684
RETIREMENT	2,826
401K EMPLOYERS MATCH	1,750
TRAVEL & TRAINING	500
MAINT & REPAIRS EQUIPMENT	750
DEPT SUPPLIES & MATERIALS	12,500
SANITATION UNIFORMS	700
CONTRACTED SERVICES	28,402
BLUE CAN HOME RECYCLING	16,000
SOLID WASTE TIPPING FEES	1,000

Total **118,681**

Total General Fund Expenses **3,369,711**

PART II. Water and Sewer Fund

WATER AND SEWER FUND REVENUES

CREDIT CARD SITE FEE WATER	900
INTEREST ON INVESTMENTS	1,500
RENTS & CONCESSIONS	100,759
ADMINISTRATIVE FEES WATER	750
RESIDENTIAL IMPACT FEE	42,765
CAPITAL CHARGES CTY-SEWER	950,000
INTEREST ON CAPITAL CHRGS	15,000
CAPITAL CHARGES TOWN-SEWR	614,616
SHARE PAYMENTS	22,000
WATER USE CHARGES	880,760
SPECIAL CHARGES FOR UTIL	2,750
Irrigation Meter Inspection Fees	14,760
SEWER USE CHARGES	797,315
AVAILABILITY FEE SEWER	1,750
TAP & CONNECTION FEES	65,000
TAP & CONNECT FEES-SEWER	13,500
RECONNECTION FEES	750
PNLTY & INTRST - BILLINGS	12,500
SHARE FUND PENALTY PAYS	45,000
Fund Balance Appropriated	1,552,429
Total for Revenue	5,140,804

A sewer capital fee of \$497.30 per developable property within the corporate limits of the Town of Holden Beach is authorized for the payment of debt service to fulfill the Town's sewer capital obligation. Said fee is to be billed concurrently with ad valorem property taxes and collected in accordance with applicable North Carolina General Statues.

ADMIN EXPENSES

SALARIES	36,936
SALARIES-OVERTIME	600
FICA	2,871
GROUP INSURANCE	13,684
RETIREMENT	2,815
401K EMPLOYERS MATCH	500
COMMUNICATIONS	42,500
PRINTING	1,500
EPA CC REPORT-ADMIN PREP	750
TRAVEL & TRAINING	5,000
M & R - EQUIPMENT	7,500
DEPT SUPPLIES & MATERIALS	2,000
CONTRACTED SERVICES	10,000
DUES & SUBSCRIPTIONS	5,500

TOTAL **132,156**

OPERATIONS EXPENSES

SALARIES	164,734
SALARIES-OVERTIME	7,000
PROFESSIONAL SERVICES	35,000
Professional Services Irrigation Inspect	13,501
FICA	13,138
GROUP INSURANCE	44,473
RETIREMENT	12,880
401K EMPLOYERS MATCH	5,000
COMMUNICATIONS	2,000
UTILITIES	2,500
UTILITIES-PUMPING STATION	58,000
TRAVEL	5,500
M & R WATER TANK	64,308
M & R EQUIPMENT	6,500
OPERATION & MAINT VAC SYS	27,400

M & R VEHICLES	8,000
M & R WATER SYSTEM	40,000
CTY CAPITAL COSTS SEWER	1,156,218
GAS, OIL & TIRES	15,500
DEPT SUPPLIES & MATERIALS	3,500
O&M VACUUM STATIONS	135,000
METERS (NEW CONSTRUCTION)	36,000
UNIFORMS	1,500
CONTRACTED SERVICES	20,000
PURCHASES FOR RESALE	425,504
COUNTY O&M CHARGE SEWER	217,564
EQUIPMENT PURCHASE -WATER	107,000
PS II-IV VINYL FENCE	20,000
CAPITAL OUTLAY-VALVE PITS	40,000
CAP OUTLAY MAJ EQUIP SEWR	1,512,000
DEBT SERVICE SEWER	660,593
NEW EOC OPS, MAIN AND REPAIR	55,000
NEW EOC DEBT SERVICE	93,335
 Ops TOTAL	 5,008,648
 Total	 <u>5,140,804</u>

PART III. Beach Preservation/Access & Recreation/Tourism (BPART) Fund

BPART REVENUES

ACCOM TAX	1,800,000
BRUNSWICK COUNTY CRP REFUND	13,080
ACCOMMODATION TAX PENALTY	250
INTEREST ON INVESTMENTS	5,000
MISCELLANEOUS BPART	14,000
RECREATION PROGRAMS	15,000
FEMA MATTHEW	5,996,227

EAST END SHORE PROTECTION	69,973
PARTF PROJECT 797	123,500
SALES TAX REFUND	1,500
TRANSFER FROM GENERAL FUND	806,576
FUND BALANCE APPROPRIATED	123,500

Total for Revenue **8,968,606**

BPART EXPENSES

DEBT SERVICE CENTRAL REACH	1,448,520
FEMA MATTHEW	5,996,227
TRANSFER COUNTY ACCOM TAX	295,500
SALARIES - RECREATION	42,591
OVERTIME - RECREATION	2,000
FICA - RECREATION	3,411
Group Insurance	13,684
RETIREMENT REC	3,344
401K EMPLOYERS CONTRIBUTION	1,000
PROFESSIONAL SERVICES	65,000
EAST END SHORE PROTECTION	69,973
ATM - CONTRACT FEES	25,000
PROFESSIONAL SRV-MAINLAND	3,500
PROFESSIONAL SERVICES- BEACH	15,000
Recreation Programs	12,500
Beautification Club	12,600
Jordan Blvd Ops, Mx and Repair	30,000
Starfish Fire Substation Upgrade	10,450
Starfish Fire Substation Ops, Mx, Rpr	1,000
Park and Rec Utilities	5,000
Dog Park	500
COMMUNICATIONS	6,500
Gas Oil and Tires	4,000

TRAVEL & TRAINING	12,000
PUBLIC REST ROOMS	20,000
BEACH EQUIPMENT MAINTENAN	6,500
BEACH VEGETATION	50,000
SHORELINE MONITORING	25,000
DEBRIS REMOVAL	3,000
FESTIVAL & SECURITY	7,000
CONCERTS	30,000
HOLDEN BEACH PROMOTION	40,000
CHAMBER OF COMMERCE	3,000
Contributions BPART (Donations)	4,500
ACCESS & RECREATION	71,400
WASTE IND 2ND PICK-UP	80,000
SAND FENCE PROJECT	15,000
POCKET PARK 628OBW	1,650
HALSTEAD PARK	1,650
Rothschild Davis Park	30,000
LOCKWOOD FOLLY DREDGING	50,000
PARTF PROJECT 797	247,000
SALARIES BEACH PROJECT	26,726
OVERTIME - BEACH PROJECT	4,000
FICA BEACH PROJECT	2,351
RETIREMENT BEACH PROJECT	2,500
401K EMPLOYERS BEACH PRJT	2,304
Group Insurance Beach Project	10,263
CONTRACT SERVICES SANITATION	75,000
Salaries Police	47,373
Overtime Police	8,000
FICA Police	4,236
Insurance Police	13,684
Retirement Police	4,569
POLICE 401K EMPLOYERS CONTRIBUTION	2,600

Total 8,968,606

PART IV. Other Special Revenue Funds

Holden Beach Harbor Canal Dredging Special Revenue Fund

REVENUE

BALANCE FORWARD	576,197
SRF HBH INTEREST	250
SRF HBH ASSESSMENTS	139,280
SRF HBH PRIOR ASSESSMENTS	900
Total	716,627

EXPENSE

SRF Administration - HBH	7,166
SRF Legal Fees - HBH	7,166
SRF Construction - HBH	537,470
SRF Surveying - HBH	35,831
SRF Permitting CAMA - HBH	17,916
SRF Permitting ACE & Other Agencies	17,916
SRF Designs - HBH	21,499
SRF Construct Docs, Plans, Specs - HBH	35,831
SRF Construction Management, Insp, Closeout - HBH	17,916
SRF Transfer to General Fund- HBH	17,916
Total	716,627

In accordance with North Carolina General Assembly Session Laws 2004-104 as amended and 2005-90; as such, a canal dredging fee of \$400 per lot (per the Fiscal Year 2008/2009 assessment district resolution) for Holden Beach Harbor is hereby established for the Fiscal Year beginning 1 July 2017 and ending 30 June 2018.

Heritage Harbor Canal Dredging Special Revenue Fund

REVENUE

BALANCE FORWARD	237,446
SRF HH INTEREST	250
SRF HH ASSESSMENTS	136,518
SRFHH PRIOR YEAR ASSESSMENTS	1,500
Total	375,714

EXPENSE

SRF Administration - HH	3,757
SRF Legal Fees - HH	3,757
SRF Construction - HH	281,785
SRF Surveying - HH	18,786
SRF Permitting ACE & Other Agencies HH	9,393
SRF Permitting CAMA - HH	9,393
SRF Designs - HH	11,271
SRF Contract Docs, Plans, Specs - HH	18,786
SRF Construction Management, Insp, Closeout - HH	9,393
SRF Transfer to General Fund- HH	9,393
Total	375,714

In accordance with North Carolina General Assembly Session Laws 2004-104 as amended and 2005-90; as such, a canal dredging fee of \$400 per lot (per the Fiscal Year 2008/2009 assessment district resolution) for Heritage Harbor is hereby established for the Fiscal Year beginning 1 July 2017 and ending 30 June 2018.

Harbor Acres Canal Dredging Special Revenue Fund

REVENUE

BALANCE FORWARD	860,971
SRF HA INTEREST	300
SRF HA ASSESSMENTS	92,801
SRF HA PRIOR ASSESSMENTS	300
Total	954,372

EXPENSE

SRF Administration - HA	9,544
SRF Legal Fees - HA	9,544
SRF Construction - HA	715,779
SRF Surveying - HA	47,719
SRF Permitting CAMA - HA	23,859
SRF Permitting ACE & Other Agencies - HA	23,859
SRF Designs - HA	28,631
SRF Contract Docs, Plans, Specs - HA	47,719
SRF Construction Management, Insp, Closeout - HA	23,859
SRF Transfer to General Fund- HA	23,859
Total	954,372

In accordance with North Carolina General Assembly Session Laws 2004-104 as amended and 2005-90; as such, a canal dredging fee of \$320 per lot (as established in the Fiscal Year 2008/2009 assessment district resolution) for Harbor Acres is hereby established for the Fiscal Year beginning 1 July 2017 and ending 30 June 2018.

PART V. CAPITAL IMPROVEMENT PLAN

The ten year Capital Improvement Plan is hereby amended and established for Fiscal Year 17/18 through 26/27 is as shown in Appendix A.

PART VI. BUDGET SUMMARY AND ADMINISTRATION

Summary

General	3,369,711
Water & Sewer	5,140,804
BPART	8,968,606
Holden Beach Harbor Canal Dredging Special Revenue Fund	716,627
Heritage Harbor Canal Dredging Special Revenue Fund	375,714
Harbor Acres Canal Dredging Special Revenue Fund	954,372
Total All Funds	19,525,834

Tax Rate, Valuation, Collection Rate and Tax Base

An Ad Valorem Tax Rate of twenty two cents (\$.22) per one hundred dollars (\$100) at full valuation is levied for Fiscal Year 2017/2018. The Ad Valorem Tax Collection rate used to calculate the estimated ad valorem tax revenue is ninety eight point six four percent based on collection rate results from the fiscal year ended 30 June 2016. The total valuation for the new fiscal year is estimated to be one billion two hundred eight million seven hundred ninety-nine thousand one hundred thirty nine dollars.

Budget Administration

This Budget Ordinance shall be the financial plan for the Holden Beach Municipal Government during the fiscal year beginning 1 July 2017 and ending 30 June 2018. The Board of Commissioners shall approve all reallocations of budgeted funds between Funds and may amend the Budget Ordinance at any time so long as the Budget Ordinance, as amended, satisfies the requirements of North Carolina General Statutes 159-8 and 159-13. The Budget Officer shall administer and shall insure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget. In accordance with North Carolina General Statute 159-15 and 26, the Budget Officer may reallocate budgeted funds within a Fund without limitation and shall establish/maintain an accounting system designed to show in detail the Town’s assets, liabilities, equities, revenues and expenditures.

Effective Date and Approval.

This Ordinance is effective 1 July 2017 as adopted this ____ day of June, 2017.

Atch: Appendix A- Capital Improvement Plan

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

10 Year Capital Improvement Plan

	CIP REVENUES BY SOURCE										Total Revenues	% of CIP Revenues
	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27		
General Fund - Operating Revenues	115,518	103,469	111,686	105,418	102,719	134,118	108,699	130,712	103,553	0	1,015,892	8.4%
Water Sewer Fund - Operating Revenues	46,148	46,148	46,148	46,148	0	0	0	0	0	0	184,592	1.5%
Water Sewer Fund Reserves	1,438,000	1,378,900	1,378,900	0	0	0	0	0	0	0	4,195,800	34.6%
Water/Sewer Fund (USDA)	0	0	0	0	1,750,000	0	0	0	0	0	1,750,000	14.4%
Canal Dredging Special Revenue Fund	0	1,066,477	0	0	0	1,173,520	0	0	0	0	2,239,997	18.5%
BPART	0	2,500,000	0	0	0	0	0	0	0	0	2,500,000	20.6%
BPART/PARTF 797 grant	247,000	0	0	0	0	0	0	0	0	0	247,000	2.0%
TOTAL	1,846,666	5,094,994	1,536,734	151,566	1,852,719	134,118	1,282,219	130,712	103,553	0	12,133,281	100.0%

	CIP EXPENSES BY FUND										Total Expenses	% of CIP Expenses
	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27		
General Fund	115,518	103,469	111,686	105,418	102,719	134,118	108,699	130,712	103,553	0	1,015,892	8.4%
Streets Resurfacing:												
Marlin, Boyd	0	0	0	0	0	0	0	0	0	0	115,518	1.0%
Sand Dune, Sand Piper, Sand Spur	0	103,469	0	0	0	0	0	0	0	0	103,469	0.9%
High Point	0	0	111,686	0	0	0	0	0	0	0	111,686	0.9%
Heron, Lois, Lumberton	0	0	0	105,418	0	0	0	0	0	0	105,418	0.9%
Swordfish, Charlotte	0	0	0	0	102,719	0	0	0	0	0	102,719	0.8%
Brunns Ave W (Boyd to Marker 55)	0	0	0	0	0	134,118	0	0	0	0	134,118	1.1%
Gerda, Burlington, Brunns Ave W	0	0	0	0	0	0	108,699	0	0	0	108,699	0.9%
Heron Landing Wynd, Tuna	0	0	0	0	0	0	0	130,712	0	0	130,712	1.1%
Sanddollar	0	0	0	0	0	0	0	0	103,553	0	103,553	0.9%
General Fund total	115,518	103,469	111,686	105,418	102,719	134,118	108,699	130,712	103,553	0	1,015,892	8.4%

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Total Expenses	% of CIP Expenses	17
Water and Sewer													
Lift Station 4 (West) Hazard Mitigation	1,413,000	0	0	0	0	0	0	0	0	0	1,413,000	11.6%	
Lift Station 3 (800) Hazard Mitigation	0	1,378,900	0	0	0	0	0	0	0	0	1,378,900	11.4%	
Lift Station 2 (Greensboro) Hazard Mitigation	0	0	1,378,900	0	0	0	0	0	0	0	1,378,900	11.4%	
Water Tower Rehab	46,148	46,148	46,148	46,148	0	0	0	0	0	0	184,592	1.5%	
Water Tower 2	25,000	0	0	0	1,750,000	0	0	0	0	0	1,775,000	14.6%	
Water and Sewer Fund Total	1,484,148	1,425,048	1,425,048	46,148	1,750,000	0	0	0	0	0	6,130,392	50.5%	
Beach Parks Access Rec Tourism													
East End Shore Protection Project	0	2,500,000	0	0	0	0	0	0	0	0	2,500,000	20.6%	
Bridgeview Park	247,000	0	0	0	0	0	0	0	0	0	247,000	2.0%	
BPART Total	247,000	2,500,000	0	0	0	0	0	0	0	0	2,747,000	22.6%	
Canal Dredging Special Revenue													
Holden Beach Harbor	0	567,887	0	0	0	0	102,535	0	0	0	670,421	5.5%	
Harbor Acres	0	120,000	0	0	0	0	1,000,000	0	0	0	1,120,000	9.2%	
Heritage Harbor	0	378,591	0	0	0	0	70,985	0	0	0	449,576	3.7%	
Canal Dredging Special Revenue Total	0	1,066,477	0	0	0	0	1,173,520	0	0	0	2,239,997	18.5%	
TOTAL - ALL FUNDS	1,846,666	5,094,994	1,536,734	151,566	1,852,719	134,118	1,282,219	130,712	103,553	0	12,133,281	100.0%	