



Town of Holden Beach  
Board of Commissioners  
Special Meeting

Thursday, March 28, 2019  
10:00 AM

Holden Beach Town Hall  
Public Assembly



**TOWN OF HOLDEN BEACH  
BOARD OF COMMISSIONERS' SPECIAL MEETING  
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY  
THURSDAY, MARCH 28, 2019 – 10:00 A.M.**

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1. Call to Order
2. Public Comment
3. Budget Workshop
4. Adjournment

## BOARD OF COMMISSIONERS 2019 GOAL

### Policies/ Procedure/ Resolutions

- 13 Ocean Boulevard water retention issues
- 13 Improve community rating score
- 10 Road Repairs, Brunswick Avenue priority
- 10 Cross train finance staff
- 10 Better communication among elected officials
- 10 Use pre and post beach sand data (east, central reach, west sections) to conclude a crisis point
- 10 Establish a communication plan and website
- 10 Get more general public involvement
- 9 Consider AARP community aspects in Town plans/ policies/ practices (workshops linked to LUP?)
- 9 Create policy for BOC & advisory board member attendance, participation and reporting at outside meetings as a “representative” of the town (reimbursement, official positions, reporting)
- 8 Create a standard form for BOC work requests to THB boards/ committees to begin use in new fiscal year
- 7 Create policies and practices for advisory board, committee appointments and training

### Long Range Planning

- 12 Stage II Sewer Pump Station Upgrade
- 12 Fully support IBPB/ implement strategy
- 11 Decision on 2<sup>nd</sup> water tower
- 11 Short-term beach renourishment plan
- 11 Land Use Plan (update)
- 10 Organization analysis: positions/ job descriptions/ compensation
- 10 Beach renourishment \$10 million in 10 years (CRP)
- 6 Review 50-Year Plan, determine usability of current efforts

### Ordinances

- 15 Trash related
- 13 Enforcement of ordinances
- 12 Control of large homes
- 9 Employee training and advancement
- 9 Update commercial zoning ordinance
- 7 Update ordinances

### Finance/ Budget

- 15 Budget clarity and transparency
- 15 Eliminate audit internal control deficiencies, qualifications and adjustments
- 14 Agree on Budget Message components to go to the Budget Officer for incorporation in upcoming year Budget Message
- 14 Set permanent sewer and water development fees with target implementation of next fiscal year
- 14 Provide quarterly fund balance and known appropriated fund balances
- 14 Provide monthly and year end financials in Excel format
- 14 Project debt payoff effect on fund balance for 5 - 10 years in the future
- 12 Provide BOC schedule of staff salaries, benefits and salary range for jobs
- 11 Have department heads present revenue and expenses in draft budget
- 11 \$10 million dedicated sand fund over 10 years, note: has the \$3 million plus \$241,000 been paid into the fund?
- 10 Increase BPART fund balance
- 10 Revisit and update General Fund Policy/ overall financial policy to begin use in new fiscal year
- 10 Minimum of fund ratio of 100% unassigned fund balance in General Fund
- 10 Salary and benefit (compensation) study by 3<sup>rd</sup> party
- 10 Employee compensation review by external 3<sup>rd</sup> party (salary and benefits)
- 9 Water and sewer fee review

- 9 No new taxes
- 9 RFP for paid parking
- 8 Develop a reserve fund for infrastructure
- 8 Increase revenue
- 8 No new borrowing
- 8 Provide BOC with projected retirement of existing staff
- 8 Festival expenses
- 7 Expedite year end trial balance preparation and CAFR
- 7 Provide BOC with 5 year history of employee training for existing function
- 7 Increase reserves
- 7 Tax reduction
- 7 Purchase drone for storm monitoring and reporting
- 6 Organizational Analysis
- 6 Paid parking
- 6 Review all recreational activities and events for value/ benefit
- 2 Identify permit fees reduction by virtue of canceled charges
- 2 No annual debt and no tax increase

#### **Advocacy**

- 15 Promptly address any activity/ support and funding requests that result from Poyner Spruill advocacy efforts
- 15 Sand fund strategy and supporting documents for starting various level of government advocacy
- 15 More involvement in coastal advocacy groups
- 14 Poyner Spruill – Short-term and long-term coordination with state, county and federal groups
- 14 Increase participation in NCLM to secure support on objectives most relevant to Holden Beach
- 12 Greater involvement in regional planning with other coastal communities

# Budget Workshop

March 28, 2019

# Overview

- Budget schedule
- By Fund Overview- Revenues vs. Expense
  - General
  - Water/ Sewer
  - BPART
  - Canal Dredging
  - CRF's - n/a
  - CIP - n/a



# Budget Schedule 2019

- 5 February: BOC Workshop Goals/ Capital Programs ✓
- 15 February: Canal Dredging Working Group, PRAB, IBPB✓
- 22 February : Department input to Manager ✓
- 7 March: Revenue/ Expense Workshop ✓
- 21 March: Revenue/ Expense Workshop✓
- 28 March: Revenue/ Expense Workshop✓
- 12 April: Revenue/ Expense Workshop
- 19 April: Revenue/ Expense Workshop
- 6-10 May: Budget Message
- 18 June: Regular Board Meeting – Ordinance consideration
- 1 July: Budget adopted



# General Fund

- Revenues vs. Expense
  - pages 8-16

**GENERAL FUND REVENUES**

	<b>FY17-18 BUDGET</b>	<b>FY 17-18 actual</b>	<b>FY18-19 BUDGET</b>	<b>FY18-19 A/O 2.19.19</b>	<b>FY19-20 BUDGET</b>
CREDIT CARD SITE FEE GENERAL	1,000	1,774	1,000	1,280	1,000
AD VAL TAXES - CURRENT	2,660,648	2,638,117	2,660,648	2,581,786	2,876,177
AD VAL TAXES - PRIOR	20,000	25,004	19,000	22,536	19,000
VEHICLE TAXES	16,030	26,330	16,500	16,003	16,000
PNLTY & INT - AD VAL TAX	7,500	10,807	6,000	5,734	6,000
VEHICLE STICKERS	700	1,840	500	2,720	2,000
TAX PMTS TO BE REFUNDED	100		100	6	100
MISCELLANEOUS	7,000	21,640	7,000	43,460	7,000
SIDEWALK DEPOSIT	500		500	0	500
HOUSE MOVING SECURITY DEP	100	1,675		2,000	
BRIDGE FEE	100			200	
PLUMBING SCREEN SALES	250	181	150	126	150
BLUE CAN HOME RECYCLING	14,040	24,840	21,060	27,566	29,115
DONATIONS	500			500	

CHRISTMAS DECORATIONS	500			500		
UTILITIES FRANCHISE TAX	157,850	212,455	155,060	120,602	155,000	
SALES ON TELECOMM-UTIL FR	8,550	7,793	8,337	3,772	8,000	
SALES TAX ON VIDEO PROGRAM	38,137	37,645	37,520	18,123	37,000	
BEER &/OR WINE TAX	2,600	2,741	2,600		2,600	
POWELL BILL	34,303	35,071	34,512	34,684	34,000	
LOCAL SALES & USE TAX	148,185	168,389	139,511	121,016	165,000	
CAMA CONTRACT	3,300	2,835	3,000	1,965	3,000	
COURT COSTS	200	68	200		200	
PARKING VIOLATIONS	100	1,125	100	2,675	500	
ORDINANCE VIOLATIONS	1,200	2,725	1,200	1,350	1,200	
Mosquito Contract	1,250	748	1,250		1,250	
BUILDING PERMITS	138,403	163,820	149,469	123,622	150,000	
CAMA PERMITS	5,142	4,400	3,000	3,400	4,400	
ZONING FEES	9,694	12,029	9,699	5,690	8,849	
ELECTRICAL INSPECTION	21,810	27,920	22,106	16,805	22,786	
MECHANICAL INSPECTION	28,165	37,375	28,106	16,665	26,099	

PLUMBING INSPECTIONS	13,457	14,575	12,699	9,535	11,780
ADMINISTRATIVE FEE-INSP	614		600		840
HOMEOWNERS RECOVERY FUND	500	420	350	550	350
REINSPECTION FEE	200	3,000	200	100	200
SALES TAX REFUND	7,500	15,761	7,500		7,500
DEMOLISH PERMIT	500	350	450	2,050	400
SALE OF MATERIALS	500		500		
SALE OF TOWN FLAGS	100	80	100	80	100
SALE OF FIXED ASSETS	5,000	15,831	5,000	2,100	5,000
Transfers from SRF Canal Dredging	50,940		61,000		53,565
FUND BALANCE APPROPRIATED			30,273		
Total for Revenue	3,407,168	3,519,364	3,447,300	3,188,700	3,656,661

	FY17-18 BUDGET	FY17-18 actual	FY18-19 BUDGET	FY18-19 A/O 2.19.19	FY19-20 BUDGET
<b>GOVERNING BODY EXPENSES</b>					
10.0410.0000	7,800	7,800.00	7,800	4,550	7,800
<b>SALARIES - MAYOR AND COMMISSIONERS</b>					
PROFESSIONAL SERVICES	48,000	42,528.00	48,000	37,949	68,000
GOVERNING BODY - FICA	600	596.00	600	348	600
COMMUNICATIONS	6,600	6,576.00	6,600	5,217	27,220 streaming services/live meetings
PUBLIC RELATIONS	1,500	1,145.00	1,500	107	1,500
COMMUNITY EVENTS	1,500	1,350.00	1,500	752	1,500
TRAVEL	2,000	1,904.00	2,000	630	2,000
AB-TRAVEL & TRAINING	2,000	1,732.00	2,000	225	2,000
HURRICANE PREPARATION	2,100	813.91	2,100	845	4,518 handheld satellite phone
DECORATIONS	500		500		500
ADVERTISING	750	749.00	750		750
AB-ADVERTISING MEETINGS	500	290.00	500	34	500
HOLDEN BEACH FLAG	500		500		500
ELECTIONS					
AB-SUPPLIES & MATERIALS	1,500	1,360.00	3,000	1,965	1,500
OPERATIONAL CONTINGENCIES	3,000	2,025.00	5,000	3,320	16,000 hurrican preparedness
NEW TOWN HALL DEBT SERVICE	275,893	275,893.00	268,274		260,564
New Town Hall Ops, Maint and Repair	48,836	66,940.00	73,700	41,301	50,000
CONTRIBUTIONS	14,750	14,750.00	15,750	14,750	14,750
TRANSFER TO BPART FUND	806,576	806,576.00	564,866	564,866	653,677 five cents of proposed tax rate
TRANSFER TO BEACH RE-NOURISHMENT FUND			241,877	241,877	261,471 two cents of proposed tax rate
<b>Total</b>	<b>1,224,905</b>	<b>1,233,028</b>	<b>1,246,817</b>	<b>918,736</b>	<b>1,375,349</b>

ADMINISTRATION EXPENSES 10.0420.0000	FY16-17 BUDGET	FY16-17 ACTUAL	FY17-18 BUDGET	FY17-18 actual	FY18-19 BUDGET	FY18-19 A/O 2.19.19	FY 19-20 BUDGET
SALARIES	289,449	303,366	334,785	325,250	339,095	213,642	334,785 five positions
SALARIES - OVERTIME	3,500	8,324	3,500	3,089	3,675	8,009	3,859
FICA	22,143	23,466	25,879	24,224	24,337	15,802	27,628
GROUP INSURANCE	68,420	61,514	68,420	66,664	70,420	44,931	73,391
RETIREMENT	20,985	22,797	25,371	23,967	26,565	16,268	30,309
401K EMPLOYERS MATCH	13,019	11,263	13,019	12,740	13,670	9,577	14,353
COMMUNICATIONS	48,000	46,173	50,000	40,792	50,000	28,451	50,000
PRINTING	6,000	4,090	6,000	4,144	6,000	1,231	6,000
TRAVEL & TRAINING	8,000	4,822	8,000	6,149	8,000	3,024	8,000
M & R - EQUIPMENT	3,500		3,500		3,500		3,500
ADVERTISING	1,000	607	1,000	209	1,000	196	1,000
DEPT SUPPLIES & MATERIALS	5,500	3,602	5,500	5,482	5,500	1,419	5,500
UNIFORMS	1,200	265	1,000	514	1,000		1,000
REWARDS AND WELLNESS PRGR	2,000	963	2,000	1,673	2,000	1,339	2,000
SAFETY PROGRAMS ALL DEPTS	1,500	1,479	1,500	1,176	1,500	679	1,500
CONTRACTED SERVICES	18,000	6,655	18,000	12,112	18,000	13,152	18,000
DUES & SUBSCRIPTIONS	4,000	3,346	4,000	3,610	4,000	3,385	4,000
INSURANCE & BONDS	75,800	75,765	40,000	38,294	40,000	40,000	42,000
EQUIPMENT	16,000	14,657	28,500	21,068	29,000	12,197	20,000
Total	608,016	593,155	639,974	591,157	647,261	413,302	646,825



POLICE EXPENSES 10.0510.0000	FY 17-18 BUDGET	FY17-18 actual	FY18-19 BUDGET	FY 18-19 A/O 2.19.19	FY19-20 BUDGET
SALARIES	383,293	363,872	394,792	250,910	353,691 nine pd officers
SALARIES - OVERTIME	48,500	43,021	48,500	55,794	58,500
FICA	32,039	30,401	31,474	22,854	29,266
GROUP INSURANCE	95,788	93,344	98,588	62,920	102,748
RETIREMENT	36,616	36,615	37,680	27,926	39,983
PD EMPLOYER'S 401K CONTRIBUTION	19,877	19,639	19,877		19,500
COMMUNICATIONS	27,500	24,617	27,500	22,698	27,500
TRAVEL & TRAINING	5,500	5,356	5,500	4,419	7,000 increased training opportunities
COMMUNITY WATCH	500	200	500	332	500
M & R - EQUIPMENT	2,500	865	2,500	485	2,500
M & R - VEHICLES	5,000	3,243	5,000	1,680	6,500 old vehicles/inc mileage
GAS, OIL & TIRES	19,000	18,191	22,000	13,477	22,000
DEPT SUPPLIES & MATERIALS	5,000	4,985	4,000	2,233	4,000
UNIFORMS	2,000	1,992	2,000	1,770	32,000 new uniforms/ equipment 9 officers
POLICE INOCULATIONS	500	342	500	125	500
EQUIPMENT	7,000	2,671	5,000	3,938	6,000 increase cost in ammo/supplies
CAP OUTLAY-VEHICLES&EQUIP	59,634	16,908	64,921	63,613	100,000 2 veh- new uniform equip 9 off
PD CARS-ACCIDENT REPAIRS	2,000		2,000	225	2,000
<b>Total</b>	<b>752,247</b>	<b>666,262</b>	<b>772,332</b>	<b>535,399</b>	<b>814,187</b>

INSPECTIONS EXPENSES 10.0540.0000	FY17-18 BUDGET	FY17-18 ACTUAL	FY18-19 BUDGET	FY18-19 A/O 2.19.19	FY 19-20 BUDGET
SALARIES	148,682	146,742	153,142	95,180	145,057 three full time positions
SALARIES OVERTIME	1,500	1,433	1,500	1,444	1,500
FICA	11,489	11,042	10,980	7,190	10,406
GROUP INSURANCE	41,052	39,987	42,252	26,959	44,035
RETIREMENT	11,264	11,099	11,985	7,488	13,117
401K EMPLOYERS MATCH	6,250	5,821	6,250	3,747	6,200
COMMUNICATIONS	8,000	7,933	6,000	7,178	8,000
PRINTING	1,000	959	1,500	1,068	2,000
TRAVEL & TRAINING	3,000	2,926	7,000	923	7,000 continuing education/ more training
M & R - VEHICLES	4,000	3,262	7,500	2,010	7,500
ADVERTISING	2,500	1,438	2,000	2,110	3,500
GAS, OIL & TIRES	3,250	3,060	3,500	2,503	4,000
DEPT SUPPLIES & MATERIALS	4,500	4,170	4,500	2,578	4,500
BUILDING INSP - UNIFORMS	1,500	1,488	1,000	54	1,500
CONTRACTED SERVICES	21,500	21,499	20,000	12,262	30,000 land use plan/ fill in Inspector when needed/
DUES & SUBSCRIPTIONS	1,000	695	1,000	80	1,000
HOMEOWNERS' RECOVERY FUND	600	410	600	594	700
EQUIPMENT PURCHASE	7,500	4,558	7,500	3,213	7,500 phone, computers, printers, etc.
CAPITAL EQUIPMENT PURCHASE					40,000 new vehicle
<b>Total</b>	<b>278,587</b>	<b>268,522</b>	<b>288,209</b>	<b>176,581</b>	<b>337,515</b>

PUBLIC WORKS, STREET, BUILDINGS AND GROUNDS EXPENSES						
	FY17-18 BUDGET	FY17-18 ACTUAL	FY18-19 BUDGET	FY 18-19 A/O 2.19.19	FY19-20 BUDGET	
10.0570.0000	56,680	56,661	58,134	38,763		61,749 half of two positions
SALARIES						
SALARIES OVERTIME	2,761	36	3,000			3,000
FICA	4,547	4,127	4,341	2,819		4,597
GROUP INSURANCE	13,684	13,684	14,084	11,142		18,348
RETIREMENT	4,458	4,257	4,738	3,004		5,527
401K EMPLOYERS MATCH	2,000	1,051	2,000	764		2,000
PROFESSIONAL SERVICES	1,000	933	4,000			2,000
UTILITY - STREET LIGHTS	49,080	44,783	52,954	32,199		50,000
BUILDINGS UTILITY PAYMENT	1,250	984	1,250	645		1,250
TRAVEL	1,000		1,000	175		500
BLDINGS&GROUNDS MAINT/SUP	25,000	17,722	25,000	16,891		20,000
M & R EQUIPMENT	17,500	13,928	17,500	7,928		16,000
M & R VEHICLES	6,000	2,720	6,000	2,425		5,000
MAINT & REP STREETS	10,000	5,411	9,500	5,006		9,000
MAINT & REPAIR BULKHEADS	15,000	2,500	22,000	23		23,100 5% material increase
EQUIPMENT PURCHASE STREETS						32,543 new truck to replace 2009
STREET DRAINAGE PROJECTS	5,000	4,838	5,000	220		5,000 minor issue repair
STREET SIGN REPLACEMENT	3,500	2,356	3,500	818		3,500
ADVERTISING	250	250	150			150
GAS, OIL & TIRES	10,500	9,786	15,500	5,234		12,000
DEPT SUPPLIES & MATERIALS	5,805	3,480	5,000	1,961		5,000
UNIFORMS	1,695	1,694	925	584		1,249 safety gear
STREET PAVING PROJECTS	111,439	105,050	112,500	11,400		127,597 half BAW paving
SIDEWALK MAINTENANCE	5,000	512	2,000			2,000
<b>Total</b>	<b>353,149</b>	<b>296,764</b>	<b>370,075</b>	<b>142,001</b>		<b>411,110</b>

**SANITATION**  
10.0580.0000

	FY 17-18 BUDGET	FY17-18 ACTUAL	FY18-19 BUDGET	FY18-19 A/O 2.19.19	FY19-20 BUDGET
SALARIES FULL TIME	36,560	33,217	34,182	24,652	37,657 half of two positions
SALARIES OVERTIME	4,500	4,487	4,500	4,474	4,500
FICA	3,141	2,758	2,746	2,033	2,993
GROUP INSURANCE	13,684	13,684	14,084	11,076	18,348
RETIREMENT	3,079	2,834	2,998	2,140	3,773
401K EMPLOYERS MATCH	1,750	1,889	1,750	1,381	1,800
TRAVEL & TRAINING	351		500		400
MAINT & REPAIRS EQUIPMENT	750	9	300		300
DEPT SUPPLIES & MATERIALS	12,500	7,783	12,500	5,335	11,500
SANITATION UNIFORMS	700	931	925	641	1,250 safety gear
CONTRACTED SERVICES	28,402	16,587	28,402	15,653	59,400 roll back
BLUE CAN HOME RECYCLING	16,000	21,081	18,720	3,270	20,000 353 subscriptions
SOLID WASTE TIPPING FEES	1,000		1,000		500
EQUIPMENT PURCHASE					
<b>Total</b>	<b>122,417</b>	<b>105,260</b>	<b>122,607</b>	<b>70,655</b>	<b>162,421</b>

# Water & Sewer

- Revenues vs. Expense
- pages 18-22

**WATER AND SEWER FUND REVENUES**

	FY17-18 BUDGET	FY17-18 actual	FY18-19 BUDGET	FY18-19 A/O 2.19.19	FY19-20 BUDGET
CREDIT CARD SITE FEE WATER	900	1,371	900	1,013	1,000
INTEREST ON INVESTMENTS	1,500	206	500	1,336	1,500
RENTS & CONCESSIONS	100,759	103,785	105,044	65,267	106,151
ADMINISTRATIVE FEES WATER	750	315	750	90	300
MISCELLANEOUS REV SEWER FUND		173,850		57,692	Southport share
RESIDENTIAL IMPACT FEE	42,765	56,748		3,143	
CAPITAL CHARGES CTY-SEWER	950,000	898,473	950,000	1,025,558	950,000 Sewer capital charge
INTEREST ON CAPITAL CHRGS	15,000	9,789	15,000	6,775	15,000
SEWER CAPITAL FEE 2008		995		497	
SEWER CAPITAL FEE 2007		497			
SEWER CAPITAL FEE 2005&2006		4,878			
SEWER CAPITAL FEE 2009		20,505			
SEWER CAPITAL FEE 2010		497			
SEWER CAPITAL FEE 2011 & 2012		4,878		6,962	
SEWER CAPITAL FEE 2013 & 2014		20,505		22,265	
CAPITAL CHARGES TOWN-SEWR	617,616	644,765	617,616	468,633	617,616 Sewer capital charge
SHARE PAYMENTS	22,000	17,000			
SEWER CAPACITY CHARGE			14,785	22,223	25,000
SALES TAX REFUND WATER		39,302			20,000



WATER USE CHARGES	883,760	894,255	897,727	593,238	870,000	Water billing
WATER CAPACITY CHARGE			173,760	13,076	15,000	
SPECIAL CHARGES FOR UTIL			2,750	2,171	2,750	
Irrigation Meter Inspection Fees	14,760	16,487	14,760	10,654	14,760	
SEWER USE CHARGES	797,315	758,471	807,315	514,222	800,000	Sewer billing
AVAILABILITY FEE SEWER	1,750	549	1,750	396	700	
TAP & CONNECTION FEES	65,000	71,600	75,000	31,600	70,000	new meters
TAP & CONNECT FEES-SEWER	13,500	12,500	23,500	600	20,000	
RECONNECTION FEES	750	725	750	200	750	
PNLTY & INTRST - BILLINGS	12,500	13,279	12,500	6,929	12,500	
Fund Balance Appropriated	1,552,429		1,846,853			
<b>Total for Revenue</b>	<b>5,095,804</b>	<b>3,769,579</b>	<b>5,561,260</b>	<b>2,854,540</b>	<b>3,543,027</b>	

	FY17-18 BUDGET	FY17-18 actual	FY 18-19 BUDGET	FY18-19 A/O 2.19.19	FY19-20 BUDGET	
WATER ADMIN EXPENSES 30.0720.0000						
SALARIES	36,936	36,288	38,044	24,100		38,435 utility billing clerk
SALARIES-OVERTIME	600	375	600	217	600	
FICA	2,872	2,651	2,744	1,814	2,771	
GROUP INSURANCE	13,684	13,329	14,084	8,986	14,679	
RETIREMENT	2,815	2,750	2,995	1,884	3,494	
401K EMPLOYERS MATCH	500		500		500	
COMMUNICATIONS	42,500	43,115	42,500	36,754		45,896 water meter read and sewer operations equip
PRINTING	1,500	1,320	1,500	1,500	2,500	
EPA CC REPORT-ADMIN PREP	750		750		750	
TRAVEL & TRAINING	5,000	250	5,000	200	3,000	
M & R - EQUIPMENT	7,500	1,065	5,000	176		5,000 phone, computer, electronic repairs
DEPT SUPPLIES & MATERIALS	2,000	811	2,000	1,772	3,000	
CONTRACTED SERVICES	10,000	6,622	10,000	8,301		11,000 software support water finance
DUES & SUBSCRIPTIONS	5,500	3,930	5,500	3,493	6,000	
<b>TOTAL</b>	<b>132,157</b>	<b>112,506</b>	<b>131,217</b>	<b>89,197</b>	<b>137,625</b>	

	FY17-18 BUDGET	FY17-18 actual	FY18-19 BUDGET 18-19	FY18-19 A/O 2.19.19	FY 19-20 BUDGET
<b>OPERATIONS EXPENSES</b>					
30.0810.0000					
SALARIES	164,734	155,130	142,148	73,818	161,252 six plus one new employee
SALARIES-OVERTIME	7,000	6,364	7,000	6,698	8,000
PROFESSIONAL SERVICES	35,000	21,591	23,000	5,442	15,000
Professional Services Irrigation Inspect	13,501	12,588	14,551		14,551
FICA	13,138	11,798	10,590	5,799	12,017
GROUP INSURANCE	44,473	43,499	45,773	22,465	36,697
RETIREMENT	12,880	12,082	11,559	6,240	15,148
401K EMPLOYERS MATCH	5,000	4,678	5,000	1,099	4,000
COMMUNICATIONS	2,000	1,640	2,000	1,938	3,000
UTILITIES	2,500	2,017	2,500	1,675	2,500
UTILITIES-PUMPING STATION	58,000	53,846	60,000	40,318	60,000
TRAVEL	5,500	120	2,000	120	1,500
M & R WATER TANK	64,307	64,308	64,308	64,308	66,305 water tower exp and rehab
M & R EQUIPMENT	6,500	3,759	6,450	4,809	6,500
OPERATION & MAINT VAC SYS	27,400	20,081	26,859	14,066	26,000
M & R VEHICLES	8,000	5,805	7,100	1,947	7,000
M & R WATER SYSTEM	40,000	32,585	39,874	20,818	39,000
CTY CAPITAL COSTS SEWER	1,156,218	1,156,217	1,151,941	811,738	1,149,320 debt service on sewer capacity
GAS, OIL & TIRES	15,500	10,518	12,500	5,187	11,500
DEPT SUPPLIES & MATERIALS	3,500	3,500	3,500	3,317	4,500
O&M VACUUM STATIONS	135,000	93,919	135,000	69,485	90,000
METERS (NEW CONSTRUCTION)	36,000	45,700	40,000	36,964	41,000
UNIFORMS	1,500	1,748	3,000	1,050	4,625 safety gear for new employee
CONTRACTED SERVICES	20,000	3,520	21,500	3,840	20,000 mcgill & associates, environmental chemists (water samples)

PURCHASES FOR RESALE	425,504	390,335	446,880	346,277	430,000
COUNTY O&M CHARGE SEWER	217,564	136,778	217,564	134,334	217,564
EQUIPMENT PURCHASE -WATER	107,000	41,869	138,600	131,030	46,191 truck, gps equipment
PS II-IV VINYL FENCE	20,000		15,000		10,000
CAPITAL OUTLAY-VALVE PITS	40,000	36,284	40,000	36,039	40,000
CAP OUTLAY MAJ EQUIP SEWER	1,512,000	189,846	1,736,345	1,638,297	1,546,050 lift 3, lift 2 mitigation, 6 inch hose
NEW EOC DEBT SERVICE	93,335.00	93,335.00	93,335.00		93,335.00 debt service EOC payment
EOC Ops, Maint and Repair	55,000	38,033	55,000	34,539	55,000
CONTRIBUTION TO CRF WATER			173,790	11,976	15,000
CONTRIBUTION TO CRF SEWER			14,785	19,523	25,000
DEBT SERVICE SEWER	660,593	660,592	660,592		660,593 last payment
Ops TOTAL	5,008,647	3,354,085	5,430,044	3,555,156	4,938,148
Total	<u>5,140,803</u>	<u>3,466,591</u>	<u>5,561,260</u>	<u>3,644,353</u>	<u>5,075,772</u>

# BPART

- Revenues vs. Expense
- pages 24-27

<b>BPART REVENUES</b>	<b>FY17-18 BUDGET</b>	<b>FY17-18 actual</b>	<b>FY 18-19 BUDGET</b>	<b>FY18-19 A/O 2.19.19</b>	<b>FY19-20 BUDGET</b>
ACCOM TAX	1,800,000	2,173,993	1,919,399	1,853,068	2,012,238
BRUNSWICK CO REFUND CRP	13,080	13,080	26,160	36,907	39,240
ACCOMMODATIONS TAX PENLTY	250	120	200	192	200
INTEREST ON INVESTMENTS	5,000	16,315	6,500	44,685	50,000
MISCELLANEOUS BPART	14,000	12,469	8,000	8,176	10,000
RECREATION PROGRAMS	15,000	16,528	13,000	9,887	15,000
FEMA MATTHEW	5,996,227	735,664			
EAST END SHORE PROTECTION	69,973				
PARTF PROJECT 797	123,500	49,776		2,382	
FEMA IRENE PW-559 GRANT		101,471			
SALES TAX REFUND	1,500	11,989	1,500		1,500
TRANSFER FROM GENERAL FUND	806,576	806,576	564,866	564,866	657,299
FUND BALANCE APPROPRIATED	123,500		3,347,710		
TRANSFER FROM CRF BIRNF					1,033,013
<b>Total for Revenue</b>	<b>8,968,606</b>	<b>3,937,981</b>	<b>5,887,335</b>	<b>2,520,163</b>	<b>3,818,490</b>



	FY17-18 BUDGET	FY17-18 actual	FY18-19 BUDGET	FY18-19 A/O 2.19.198	FY19-20 BUDGET
<b>BPART EXPENSES</b>					
50.0710.0000					
<b>BRUNSCO INTERLOCAL RESERVE</b>					
DEBT SERVICE CENTRAL REACH	1,448,520	1,448,084	1,422,360	1,317,720	1,396,200
FEMA MATTHEW	5,996,227	65,579			
TRANSFER COUNTY ACCOM TAX	295,500	357,550	315,000	303,757	324,500
SALARIES - RECREATION	42,591	42,472	50,844	32,781	53,236 assistant town manager
FICA - RECREATION	3,411	3,282	3,610	2,526	3,780
Group Insurance	13,684	12,265	14,084	8,986	14,679
RETIREMENT REC	3,290	3,251	3,940	2,579	4,765
401K EMPLOYERS CONTRIBUTION	1,054	1,053	1,000	808	1,300
INTERNSHIP			4,060		4,060
PROFESSIONAL SERVICES	31,300	28,408	50,000	83,218	187,576 uncw collab 15,400, financial planner (interim loan), poynier sprull
EAST END SHORE PROTECTION	104,393	100,959			
ATM - CONTRACT FEES	25,000	7,191	50,000		159,000 new sand source 132,000, ann mon 27,000- vibracore 60,000 mob 12,000, tidewater 3,000
PROFESSIONAL SRV-MAINLAND	3,500	800	3,500		3,000 turkey trap
PROFESSIONAL SERVICES- BEACH	14,280	10,296	15,000	8,142	15,000 survey storms
Recreation Programs	12,500	8,365	12,500	3,207	12,000 tide dye, holiday events
Beautification Club	12,600	10,430	11,500	1,813	12,230 waterfall, palm trees, sidewalk, mulch
Jordan Blvd Ops, Mx and Repair	30,000	22,918	40,000	26,957	36,000 north side of bridge, and stage area
Starfish Fire Substation Upgrade	10,450	10,450	500		25,500 2 heaters, misc repairs
Starfish Fire Substation Ops, Mx, Rpr	3,500	2,965	6,000	5,126	8,000 ins, lights
Park and Rec Utilities	5,000	3,863	5,500	510	5,000 utilities
Dog Park	500	307	500	59	500 main/repairs
COMMUNICATIONS	6,500	6,428	8,000	5,170	8,000 cell computer support
Gas Oil and Tires	4,000	4,289	5,000	2,276	5,000 truck main
TRAVEL & TRAINING	12,000	9,449	12,000	7,698	16,000 board increase travel

PUBLIC REST ROOMS	20,000	14,204	20,000	9,986	20,000 public rest cleaning and main
BEACH EQUIPMENT MAINTENAN	6,500	425	4,000		4,000 main bch equip
BEACH VEGETATION	79,375	79,375	70,000		70,000 plantings & fertilizer
SHORELINE MONITORING	25,000	25,000	25,000	25,000	30,000 monitor survey transects
DEBRIS REMOVAL	3,000	621	3,000	198	3,000 debris removal
FESTIVAL & SECURITY	7,000	16	7,000	1,250	7,000 trash/security for festivals
CONCERTS	30,000	29,721	31,000	26,950	31,000 contract for bands
HOLDEN BEACH PROMOTION	40,000	20,751	40,000	18,778	35,000 marketing
CHAMBER OF COMMERCE	3,000	3,000	3,000	3,000	3,000 donation
Contributions BPART (Donations)	4,500	4,500	4,500	4,500	4,500 donation
ACCESS & RECREATION	65,007	41,006	80,000	13,591	70,000 reasir 1 walkway, 1 rebuild, mats, bulkhead repair, dune signs
WASTE IND 2ND PICK-UP	86,393	68,661	85,000	47,112	85,000
SAND FENCE PROJECT	15,000	13,000	15,000	350	12,500 sand fence
POCKET PARK 628ORW	1,650	911	1,500	187	1,000 utilities and maintenance
HALSTEAD PARK	1,650	409	1,500	224	1,000 utilities and maintenance
Rothschild Davis Park	30,000	13,647	30,000	13,830	30,000 spash pad, part maintenance
Lockwood Folly Dredging	150,000	84,000	168,000	21,729	2,392,713 deeper wider, ahww crossing, merritt/murderm, 24,000 engineering
PARTF PROJECT 797	247,000	66,638			
CAPITAL EQUIPMENT PURCHASE					30,000 new parts and rec vehicle
<b>CONTRIBUTION TO CAPITAL RESERVE</b>			<b>3,000,000</b>	<b>3,000,000</b>	

50.0810.0200									
SALARIES BEACH PROJECT	37,226	36,746	38,343	20,856	61,527 employee reclass				
OVERTIME - BEACH PROJECT	4,000	3,414	3,500	3,719	3,500				
FICA BEACH PROJECT	3,851	2,849	2,971	1,809	4,617				
RETIREMENT BEACH PROJECT	2,500	2,275	3,243	1,772	5,820				
401K EMPLOYERS BEACH PRJT	2,304	1,517	2,300	1,143	2,300				
Group Insurance Beach Project	10,263	10,501	10,563	9,167	14,679				
CONTRACT SERVICES SANITATION	75,000	75,000	85,000	74,999	85,000				
BEACH RANGER SALARIES			32,000	32,000	32,000				
BEACH RANGER SUPPLIES & EQUIPMENT & MAINTENANCE			14,500	5,500	5,500				
BEACH RANGER GAS, OIL, TIRES			1,600	1,600	1,600				
FICA			1,000	1,000	1,000				
50.0830.0200									
Salaries Police	47,373	45,595	48,794	31,145	43,715 equivalent of one police officer				
Overtime Police	8,000	6,578	8,000	7,267	8,000				
FICA Police	4,236	3,911	4,032	2,859	3,672				
Insurance Police	13,684	13,260	14,084	8,937	14,679				
Retirement Police	4,551	97	4,828		4,628				
POLICE 401K EMPLOYERS CONTRIBUTION	2,618	2,617	2,600	1,889	2,600				
Total	9,110,481	2,830,899	5,899,756	5,302,679	5,419,875				

# Canal Dredging

- Revenues vs. Expense
- pages 29-31

**HBH Special Revenue Fund  
REVENUE**

	<b>FY17-18 BUDGET</b>	<b>FY 17-18 ACTUAL</b>	<b>FY 18-19 BUDGET</b>	<b>FY18-19 A/O 2.19.19</b>	<b>FY19-20 BUDGET</b>
BALANCE FORWARD	576,005	576,983	686,411	692,710	403,765
HBH MISC REVENUE		47,264	47,264	39,674	47,264
SRF HBH INTEREST	250	1,469	250	61,562	250
SRF HBH ASSESSMENTS	139,280	142,071	139,138	129,247	139,138
SRF HBH PRIOR ASSESSMENTS	900	2,209	900	421	900
<b>Total</b>	<b>716,435</b>	<b>769,996</b>	<b>873,963</b>	<b>923,614</b>	<b>591,317</b>

**EXPENSE**

	<b>FY17-18 BUDGET</b>	<b>FY 17-18 ACTUAL</b>	<b>FY 18-19 BUDGET</b>	<b>FY18-19 A/O 2.19.19</b>	<b>FY19-20 BUDGET</b>
SRF Administration - HBH	7,164	101	8,740	409	5,913
SRF Legal Fees - HBH	7,164		8,740	250	5,913
SRF Construction - HBH	537,326		655,472	414,958	443,488
SRF Surveying - HBH	35,822	21,073	43,698	11,409	29,566
SRF Permitting CAMA - HBH	17,911	1,770	21,849	7,232	14,783
SRF Permitting ACE & Other Agencies	17,911	1,770	21,849	7,080	14,783
SRF Designs - HBH	21,493	1,770	26,219	7,080	17,740
SRF Construct Docs, Plans, Specs - HBH	35,822	1,770	43,698	14,680	29,566
SRF Construct Management, Insp, Close - F	17,911	1,770	21,849	7,100	14,783
SRF Transfer to General Fund- HBH	17,911		21,849		14,783
<b>Total</b>	<b>716,435</b>	<b>30,024</b>	<b>873,963</b>	<b>470,198</b>	<b>591,317</b>

HH Special Revenue Fund REVENUE	FY17-18 BUDGET	FY 17-18 ACTUAL	FY 18-19 BUDGET	FY 18-19 A/O 2.19.19	FY19-20 BUDGET
BALANCE FORWARD	237,254	238,821	355,020	340,591	355,000
SRF HH INTEREST	250	3,139	250	260	250
SRF HH ASSESSMENTS	136,518	119,079	136,379	111,914	136,000
SRFHH PRIOR YEAR ASSESSMENTS	1,500	54	1,000	800	1,000
TRANSFER FROM HH CAP PROJ FUND HH MISC REVENUE	24,779	24,779	24,779	86,394	24,779
<b>Total</b>	<b>375,522</b>	<b>385,872</b>	<b>517,428</b>	<b>539,959</b>	<b>517,029</b>
EXPENSE	FY17-18 BUDGET	FY 17-18 ACTUAL	FY 18-19 BUDGET	FY18-19 A/O 2.19.19	FY19-20 BUDGET
SRF Administration - HH	3,755	101	5,174	409	5,170
SRF Legal Fees - HH	3,755		5,174	250	5,170
SRF Construction - HH	281,641		388,071	276,683	387,772
SRF Surveying - HH	18,776	15,151	25,871	5,487	25,851
SRF Permitting ACE & Other Agencies HH	9,388	1,050	12,936	4,200	12,926
SRF Permitting CAMA - HH	9,388	1,050	12,936	4,163	12,926
SRF Designs - HH	11,266	1,050	15,523	4,200	15,511
SRF Contract Docs, Plans, Specs - HH	18,776	1,050	25,871	11,800	25,851
SRF Construct Management, Insp, Closet - HH	9,388	1,050	12,936	4,220	12,926
SRF Transfer to General Fund- HH	9,388		12,936		12,926
<b>Total</b>	<b>375,522</b>	<b>20,502</b>	<b>517,428</b>	<b>311,412</b>	<b>517,029</b>

HA Special Revenue Fund REVENUE	FY17-18 BUDGET	FY 17-18 ACTUAL	FY 18-19 BUDGET	FY 18-19 A/O 2.19.19	FY19-20 BUDGET
BALANCE FORWARD	860,514	861,184	927,108	930,223	920,000
SRF HA INTEREST	300	533	300	456	300
SRF HA ASSESSMENTS	92,801	93,870	92,706	92,656	50,699
SRF HA PRIOR ASSESSMENTS	300	1,443		2,107	300
HA MISC REVENUE	62,944	62,944	62,944	95,339	62,944
<b>Total</b>	<b>953,915</b>	<b>1,019,974</b>	<b>1,083,058</b>	<b>1,120,781</b>	<b>1,034,243</b>

EXPENSE	FY17-18 BUDGET	FY 17-18 ACTUAL	FY 18-19 BUDGET	FY 18-19 A/O 2.19.19	FY19-20 BUDGET
SRF Administration - HA	9,539	248	10,831	583	10,342
SRF Legal Fees - HA	9,539		10,831	250	10,342
SRF Construction - HA	715,436		812,294	163,077	775,682
SRF Surveying - HA	47,696	19,459	54,153	9,796	51,712
SRF Permitting CAMA - HA	23,848	1,420	27,076	5,831	25,856
SRF Permitting ACE & Other Agencies - HA	23,848	1,420	27,076	5,680	25,856
SRF Designs - HA	28,617	1,420	32,492	5,680	31,027
SRF Contract Docs, Plans, Specs - HA	47,696	1,420	54,153	13,280	51,712
SRF Construct Management, Insp, Close - HA	23,848	1,420	27,076	5,700	25,856
SRF Transfer to General Fund- HA	23,848		27,076		25,856
<b>Total</b>	<b>953,915</b>	<b>26,807</b>	<b>1,083,058</b>	<b>209,877</b>	<b>1,034,243</b>

# CRF & CIP

- Not available