

Town of Holly Ridge Proposed Municipal Budget Revisions

Draft 2 Summary:

- Uniforms removed from Administration.
- Sidewalks Line Item Removed
- Fiber Line Item Removed
- Morris Landing & Pole Upfits Line Items Removed
- Demolition/Abatement reduced to \$5,000.00.
- Potential Salary Increases for Police Department reduced to \$10,000.00.
- Turkey Creek Volunteer Fire Department allocation reduced to \$22,000.00.
- Part-Time Parks & Recreation Staff reduced to \$25,000.00 for one position.
- \$10,000.00 added to Capital Outlay Parks & Recreation for water fountain/bottle refill station/dog fountain.
- \$7,000.00. added to Capital Outlay Parks & Recreation for a set of bleachers for softball field.
- ARP Funds in the amount of \$900,957.67.00 moved to Revenue and Expended under Maintenance/Repair of Streets.
- \$291,000.00 added to Maintenance/Repair of Streets for the paving of Smith Street.
- Fund balance Appropriation of \$304,805.58.

Other Items for consideration not included in the draft:

- A bigger building for the gym facility with classrooms.
- Additional programming at the Community Center.
- Small monitors for the Mayor and Town Council at their seats to follow along with TV monitors.
- Two additional sets of bleachers.
- Milage, uniforms (Mayor & Town Council), and media allowance (uploading/editing of videos) for Mayor.
- Lights at the Basketball Court.
- Town Hall Renovations

Additional Documents for Consideration:

- Draft May Schedule for Part-Time Parks and Recreation Personnel
- Duties & Responsibilities of Part-Time Staff
- PARTF Grant 10-year Plan
- Grant Writer Draft Job Description

REVENUES

Tax Rate: 0.34

Line Item	Description	FY 2020 - 2021 Actuals	FY 2021 - 2022 Actuals	FY 2022 - 2023 Approved	FY 2022 - 2023 5/15/23	YTD	FY 2023 - 2024 Proposed
10-301-00-0	Property Taxes (Prior Year)	\$ 234,253.24	\$ 80,599.31	\$ 67,200.00	\$ 182,598.20	\$ 71,400.00	\$ 71,400.00
10-301-91-0	Property Taxes (Current Year)	\$ 1,279,160.12	\$ 1,488,498.95	\$ 2,172,800.00	\$ 2,159,025.22	\$ 2,308,600.00	\$ 2,308,600.00
10-301-91-1	DMV Tax	\$ 161,046.65	\$ 110,000.00	\$ 168,081.60	\$ 149,798.94	\$ 179,935.00	\$ 179,935.00
10-302-00-0	FEMA	\$ -	\$ 200,000.00	\$ 200,000.00	\$ -	\$ 200,000.00	\$ 200,000.00
10-302-01-1	CARES Act	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10-302-01-2	ARP - American Rescue Plan	\$ -	\$ 900,957.67	\$ 900,957.67	\$ 450,478.83	\$ 900,957.67	\$ 900,957.67
10-303-00-1	DEMO Grant	\$ -	\$ 200,000.00	\$ 200,000.00	\$ 150,000.00	\$ -	\$ -
10-303-00-2	Golden Leaf	\$ -	\$ 200,000.00	\$ 200,000.00	\$ 160,000.00	\$ -	\$ -
10-303-00-3	IDF	\$ -	\$ 650,000.00	\$ 1,335,000.00	\$ -	\$ -	\$ -
10-303-00-4	CDIP Phase II Lot Sales	\$ -	\$ 63,303.33	\$ 1,605,000.00	\$ 7,200.00	\$ 1,000,000.00	\$ 1,000,000.00
10-304-00-0	PARTF Grant					\$ 500,000.00	\$ 500,000.00
10-317-00-0	Interest on Taxes	\$ 7,423.66	\$ 5,000.00	\$ 5,000.00	\$ 5,389.04	\$ 5,000.00	\$ 5,000.00
10-325-00-0	Privilege Licenses	\$ 15.00	\$ 300.00	\$ 300.00	\$ 15.00	\$ 20.00	\$ 20.00
10-329-00-0	Interest Income	\$ 922.86	\$ 1,000.00	\$ 400.00	\$ 488.59	\$ 600.00	\$ 600.00
10-330-00-0	Parks and Recreation	\$ 195.00	\$ 1,500.00	\$ 1,500.00	\$ 16,194.75	\$ 10,000.00	\$ 10,000.00
10-330-01-0	Special Events	\$ 300.00	\$ 900.00	\$ 900.00	\$ 19,019.00	\$ 1,500.00	\$ 1,500.00
10-330-02-0	Liberty Fountain	\$ 300.00	\$ 200.00	\$ 200.00	\$ 100.00	\$ 100.00	\$ 100.00
10-330-03-0	Sponsorship Program	\$ -	\$ -	\$ -	\$ -	\$ 26,537.00	\$ 26,537.00
10-335-00-0	Miscellaneous Income	\$ 32,202.55	\$ 7,000.00	\$ 7,000.00	\$ 123,441.86	\$ 15,000.00	\$ 15,000.00
10-335-01-0	ONWASA Satellite Office	\$ 32,083.37	\$ 35,000.00	\$ 35,000.00	\$ 30,366.70	\$ 35,000.00	\$ 35,000.00
10-337-00-0	Utility Franchise Tax	\$ 145,410.14	\$ 120,000.00	\$ 120,000.00	\$ 129,534.14	\$ 110,000.00	\$ 110,000.00
10-345-00-0	Local Option Sales Tax	\$ 943,913.48	\$ 723,214.48	\$ 750,335.02	\$ 1,149,947.36	\$ 1,222,394.02	\$ 1,222,394.02
10-347-00-0	ABC Revenue	\$ 51,372.56	\$ 40,000.00	\$ 40,700.00	\$ 36,842.00	\$ 40,840.00	\$ 40,840.00
10-349-00-0	Solid Waste Tax	\$ 1,444.33	\$ 1,200.00	\$ 1,230.00	\$ 2,594.66	\$ 2,500.00	\$ 2,500.00
10-351-00-0	Court Fees	\$ 2,227.50	\$ 2,200.00	\$ 2,200.00	\$ 1,501.95	\$ 1,500.00	\$ 1,500.00
10-352-00-0	Civil Citations	\$ 190.00	\$ 300.00	\$ 300.00	\$ 100.00	\$ 200.00	\$ 200.00
10-353-00-0	Homeowner Recovery	\$ 207.00	\$ 165.00	\$ 165.00	\$ 93.00	\$ 100.00	\$ 100.00
10-354-00-0	Substance Tax Proceeds	\$ 66.75	\$ 1,500.00	\$ 1,500.00	\$ 1,171.10	\$ 1,500.00	\$ 1,500.00
10-355-01-0	Planning/Zoning Fees	\$ 24,945.00	\$ 24,000.00	\$ 24,000.00	\$ 14,115.00	\$ 20,000.00	\$ 20,000.00
10-357-00-0	Building Fee	\$ 297,670.35	\$ 240,900.00	\$ 280,000.00	\$ 233,627.89	\$ 240,000.00	\$ 240,000.00
10-358-00-0	Sale of Surplus Property	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00
10-359-00-0	Solid Waste Fees	\$ 256,530.87	\$ 313,200.00	\$ 313,200.00	\$ 265,147.15	\$ 413,076.00	\$ 413,076.00

10-361-00-0	Recycling Fees	\$ 74,909.15	\$ 86,400.00	\$ 86,400.00	\$ 81,457.10	\$ 142,440.00
10-367-00-0	Sales Tax Refund	\$ 8,144.08	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 5,000.00
10-399-00-0	Fund Balance Appropriation	\$ -	\$ 568,273.08	\$ 88,200.00	\$ -	\$ 304,805.58
10-400-00-0	Community Building	\$ 430.00	\$ 15,000.00	\$ 15,000.00	\$ 7,338.40	\$ 10,000.00
10-415-00-0	County Tourism Grant	\$ -	\$ 6,000.00	\$ 5,000.00	\$ -	\$ 60,000.00
10-416-00-0	Duke Energy grant	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -
10-417-00-0	CAMA Access Grant ML	\$ -	\$ -	\$ 89,681.00	\$ -	\$ -
10-418-00-0	Balance FWD Capital Imp. Str	\$ -	\$ -	\$ 41,079.46	\$ -	\$ -
10-419-00-0	Fire Tax Onslow County	\$ -	\$ -	\$ -	\$ -	\$ 220,000.00
10-420-00-0	Shooting Range Revenue	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
	Total	\$ 3,555,363.66	\$ 6,103,611.82	\$ 8,765,329.75	\$ 5,382,585.88	\$ 8,061,005.27

Difference \$ 0.00

EXPENDITURES

Line Item #	Description	FY 2022 - 2023 Approved	FY 2023 - 2024 Proposed
10-410-00-0	Governing Board	\$ 290,700.00	\$ 219,000.00
10-420-00-0	Administration	\$ 277,452.32	\$ 356,382.83
10-510-00-0	Police Department	\$ 1,292,861.06	\$ 1,437,350.41
10-540-04-0	Public Buildings & Grounds	\$ 143,600.00	\$ 188,020.00
10-560-13-0	Streets	\$ 205,079.46	\$ 1,820,832.13
10-580-45-0	Sanitation	\$ 421,599.03	\$ 463,594.48
10-610-00-0	Public Works	\$ 542,428.60	\$ 556,616.08
10-620-00-0	Parks and Recreation	\$ 245,358.26	\$ 1,422,445.39
10-660-00-0	Finance	\$ 158,785.80	\$ 169,860.75
10-710-00-0	Community Development	\$ 429,687.77	\$ 471,103.21
10-800-00-0	Fire Services		\$ 200,000.00
10-999-00-0	Non Departmental	\$ 615,700.00	\$ 755,800.00
10-999-00-0	CDIP Phase II	\$ 4,050,279.65	\$ -
10-999-00-1	CAMA Access Grant (ML)	\$ 89,681.00	\$ -
	Total	\$ 8,763,212.95	\$ 8,061,005.27

GOVERNING BOARD

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-410-01-0	Salaries	\$ 16,200.00	\$ 13,809.84	\$ 25,200.00
	Social Security	\$ 1,300.00	\$ -	\$ 1,800.00
10-410-04-0	Prof Serv Legal	\$ 40,000.00	\$ 4,592.97	\$ 50,000.00
10-410-04-1	Prof Serv Audit	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
10-410-05-0 (10-420-26-0)	Ads/Notices	\$ 3,500.00	\$ 2,636.20	\$ 4,500.00
10-410-06-0	Code Services	\$ 5,000.00	\$ -	\$ 5,000.00
10-410-07-0 (10-560-33)	Contracted Services	\$ 162,000.00	\$ 118,883.35	\$ 63,000.00
10-410-08-0 (10-530-33-1)	Donations to Other Organizations	\$ 12,500.00	\$ 11,474.00	\$ 12,500.00
10-410-09-0	Departmental Supplies	\$ 1,000.00	\$ 282.06	\$ 500.00
10-410-10-0 (10-420-53-0)	Dues & Subscriptions	\$ 5,000.00	\$ 3,033.00	\$ 6,000.00
10-410-11-0	Travel, Training, Meetings	\$ 1,000.00	\$ -	\$ 1,000.00
10-410-12-0	Consumables	\$ 1,200.00	\$ 2,163.39	\$ 1,500.00
10-410-12 (10-420-37-1)	Tax Refunds	\$ 2,000.00	\$ 1,022.41	\$ 2,000.00
10-410-13 (10-430-33-0)	Elections	\$ -	\$ -	\$ 6,000.00
10-410-14-0	Rebranding Initiative	\$ 25,000.00	\$ -	\$ 25,000.00
	Total Department Budget	\$ 290,700.00	\$ 172,897.22	\$ 219,000.00

ADMINISTRATION

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-420-02-0	Salaries	\$ 173,192.06	\$ 186,579.23	\$ 223,264.49
10-420-02-1	Longevity	\$ 4,503.85	\$ -	\$ 5,044.27
10-420-02-2	Christmas Bonus	\$ 300.00	\$ 150.00	\$ 800.00
10-420-05-0	Social Security	\$ 13,249.19	\$ 3,734.27	\$ 14,044.14
10-420-07-0	Retirement	\$ 24,085.30	\$ 17,709.00	\$ 32,163.50
10-420-08-0	401K	\$ 9,099.80	\$ 7,293.69	\$ 11,655.44
10-420-09-0	Other Fringe Benefits--Ins	\$ 29,066.96	\$ 10,447.69	\$ 40,410.98
10-420-10-0	Training	\$ 2,500.00	\$ 765.42	\$ 3,500.00
10-420-11-1	Telephone	\$ 5,000.00	\$ 3,642.96	\$ 5,000.00
10-420-14-0	Travel & Expenses	\$ 2,000.00	\$ 1,326.57	\$ 3,000.00
10-420-16-0	M/R Equipment	\$ 2,000.00	\$ -	\$ 2,000.00
10-420-26-0	Advertising	\$ 1,455.16	\$ 57.60	\$ 1,500.00
10-420-32-0	Office Supplies	\$ 2,500.00	\$ 1,946.44	\$ 2,500.00
10-420-33-0	Departmental Supplies	\$ 3,500.00	\$ 2,830.33	\$ 3,500.00
10-420-53-0	Dues and Subscriptions	\$ 1,000.00	\$ 929.99	\$ 1,000.00
10-420-57-0	Miscellaneous	\$ 2,500.00	\$ 1,518.66	\$ 2,000.00
10-420-74-0	Capital Outlay Equipment	\$ 1,500.00		\$ 5,000.00
	Total Department Budget	\$ 277,452.32	\$ 238,931.85	\$ 356,382.83

POLICE DEPARTMENT

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-510-02-0	Salaries	\$ 754,445.76	\$ 652,537.16	\$ 807,442.32
10-510-02-1	Longevity	\$ 3,516.24		\$ 5,054.01
10-510-02-3	Christmas Bonus	\$ 2,100.00		\$ 2,800.00
10-510-02-4	Education/Certification/incentive	\$ 9,058.47		\$ -
10-510-02-5	Overtime Program	\$ 15,500.00		\$ 15,500.00
10-510-03-0	PSA Salary	\$ 19,560.00		\$ 19,560.00
10-510-04-0	Retiree Benefits	\$ 22,000.00	\$ 10,942.60	\$ 22,000.00
10-510-05-0	Social Security	\$ 58,144.74	\$ 11,470.97	\$ 61,633.43
10-510-07-0	Retirement	\$ 106,731.09	\$ 81,683.32	\$ 123,239.50
10-510-08-0	401K	\$ 40,924.50	\$ 31,135.84	\$ 43,888.71
10-510-09-0	Other Fringe Benefits--Ins	\$ 92,874.16	\$ 63,742.33	\$ 98,446.61
10-510-10-0	Training	\$ 9,000.00	\$ 842.00	\$ 10,000.00
10-510-11-1	Telephone	\$ 15,000.00	\$ 13,070.39	\$ 15,000.00
10-510-13-0	K-9 Line Item	\$ -	\$ -	\$ 6,000.00
10-510-14-0	Travel & Expenses	\$ 10,800.00	\$ 1,448.55	\$ 12,000.00
10-510-16-0	M/R Equipment	\$ 7,000.00	\$ 4,649.17	\$ 7,000.00
10-510-17-0	M/R Auto	\$ 5,000.00	\$ 1,459.58	\$ 5,000.00
10-510-18-0	Equipment Leases	\$ -	\$ -	\$ 63,082.96
10-510-31-0	Auto Supplies - Fuel	\$ 40,000.00	\$ 33,283.98	\$ 40,000.00
10-510-33-0	Departmental Supplies	\$ 3,500.00	\$ 3,241.85	\$ 5,000.00
10-510-34-0	Substance Tax Expenditures	\$ 3,630.36	\$ 3,063.00	\$ 500.00
10-510-36-0	Uniforms	\$ 7,000.00	\$ 4,701.16	\$ 10,000.00
10-510-37-0	FMRT	\$ 6,000.00	\$ 5,200.00	\$ 6,000.00
10-510-53-0	Dues and Subscriptions	\$ 15,900.00	\$ 6,411.59	\$ 15,900.00
10-510-57-0	Miscellaneous	\$ 4,000.00	\$ 3,213.60	\$ 5,000.00
10-510-74-0	Capital Outlay	\$ 41,175.74	\$ 51,457.45	\$ 27,302.87
10-510-84-0	Debt Service - Vehicles	\$ -		\$ -
10-510-84-1	Debt Service - Building	\$ -		\$ -
10-510-85-0	Potential salary increase			\$ 10,000.00
	Total Department Budget	\$ 1,292,861.06	\$ 983,554.54	\$ 1,437,350.41

PUBLIC WORKS

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-610-02-0	Salaries	\$ 304,670.16	\$ 232,981.02	\$ 340,679.54
10-610-02-1	Longevity Pay	\$ 1,839.43		\$ 3,472.74
10-610-02-2	Christmas Bonus	\$ 1,050.00		\$ 1,400.00
10-610-05-0	Social Security	\$ 23,528.31	\$ 5,060.00	\$ 24,940.01
10-610-07-0	Retirement	\$ 37,969.01	\$ 27,802.43	\$ 44,034.44
10-610-08-0	401K	\$ 15,637.98	\$ 7,462.90	\$ 17,067.61
10-610-09-0	Insurance	\$ 38,133.71	\$ 23,754.74	\$ 40,421.73
10-610-10-0	Training	\$ 3,500.00		\$ 3,500.00
10-610-11-1	Telephone	\$ 4,000.00	\$ 3,327.26	\$ 5,000.00
10-610-16-0	M/R Equipment	\$ 9,000.00	\$ 4,802.24	\$ 9,000.00
10-610-17-0	M/R Auto	\$ 6,000.00	\$ 1,621.47	\$ 6,000.00
10-610-31-0	Auto Supplies - Fuel	\$ 16,000.00	\$ 8,603.19	\$ 13,000.00
10-610-33-0	Departmental Supplies	\$ 14,000.00	\$ 11,437.01	\$ 17,000.00
10-610-34-0 (10-700-33-0)	Mosquito Control	\$ 8,000.00		\$ 9,000.00
10-610-36-0	Uniforms	\$ 6,000.00	\$ 5,056.09	\$ 9,500.00
10-610-57-0	Miscellaneous	\$ 1,500.00		\$ 2,000.00
10-610-74-0	Capital Outlay-Equipment	\$ 51,600.00	\$ 44,036.00	\$ 10,600.00
	Total Department Budget	\$ 542,428.60		\$ 556,616.08

COMMUNITY DEVELOPMENT

Description	Line Item #	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-710-02-0	Salaries	\$279,673.78	\$ 222,311.89	\$ 303,251.67
10-710-02-1	Longevity Pay	\$785.30		\$ 922.18
10-710-02-2	Christmas Bonus	\$750.00		\$ 1,000.00
10-710-05-0	Social Security	\$21,512.49	\$ 4,272.66	\$ 22,803.24
10-710-07-0	Retirement	\$34,138.78	\$ 26,915.71	\$ 39,367.43
10-710-08-0	401K	\$14,060.45	\$ 11,093.04	\$ 15,258.69
10-710-09-0	Insurance	\$30,266.97	\$ 20,971.06	\$ 32,000.00
10-710-10-0	Training	\$4,000.00	\$ 2,067.99	\$ 6,500.00
10-710-11-1	Telephone	\$2,800.00	\$ 2,546.98	\$ 3,200.00
10-710-14-0	Travel & Expense	\$6,000.00	\$ 4,163.46	\$ 6,500.00
10-710-16-0	M/R Equipment	\$4,000.00		\$ 4,000.00
10-710-17-0	M/R Auto	\$700.00	\$ 125.00	\$ 700.00
10-710-31-0	Auto Supplies - Fuel	\$9,000.00	\$ 4,781.33	\$ 9,000.00
10-710-33-0	Department Supplies	\$5,000.00	\$ 1,604.89	\$ 4,000.00
10-710-36-0	Uniforms	\$2,500.00	\$ 199.80	\$ 2,500.00
10-710-45-0	Planning and Zoning Contract	\$7,000.00	\$ 6,137.50	\$ 7,000.00
10-710-46-0	Demolition/Abatement	\$0.00	\$ -	\$ 5,000.00
10-710-53-0	Dues & Subscriptions	\$7,000.00	\$ 4,498.70	\$ 5,000.00
10-710-57-0	Miscellaneous	\$500.00		\$ 500.00
10-710-58-0	Capital Outlay	\$0.00		\$ 2,600.00
	Total Department Budget	\$429,687.77	\$ 311,690.01	\$ 471,103.21

PARKS & RECREATION

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-620-02-0	Salaries	\$ 50,000.00	\$ 7,470.23	\$ 56,214.00
10-620-02-1	Longevity	\$ -		\$ -
10-620-02-2	Christmas Bonus	\$ 200.00	\$ -	\$ 200.00
10-620-02-3	Part-Time Staff	\$ -	\$ -	\$ 25,000.00
10-620-05-0	Social Security	\$ 3,840.30		\$ 4,070.72
10-620-07-0	Retirement	\$ 6,088.21	\$ 4,239.61	\$ 7,277.41
10-620-08-0	401K	\$ 2,507.50	\$ 1,725.99	\$ 2,820.70
10-620-09-0	Other Fringe Benefits--Ins	\$ 7,466.74	\$ 3,176.40	\$ 7,914.74
10-620-10-0	Training	\$ 2,000.00	\$ 295.00	\$ 2,000.00
10-620-11-0	Telephone	\$ 1,200.00		\$ 1,200.00
10-620-14-0	Travel & Expenses	\$ 1,000.00	\$ 461.58	\$ 1,000.00
10-620-16-0	M/R Equipment	\$ 500.00		\$ 500.00
10-620-26-0	Advertising	\$ 1,200.00		\$ 1,200.00
10-620-32-0	Office Supplies	\$ 500.00		\$ 500.00
10-620-33-0	Departmental Supplies	\$ 600.00	\$ 285.11	\$ 600.00
10-620-45-0	Contracted Services	\$ -		\$ -
10-620-53-0	Dues & Subscriptions	\$ 500.00		\$ 6,500.00
10-620-57-0	Miscellaneous	\$ 500.00	\$ 384.00	\$ 500.00
10-620-74-0	Capital Improvements	\$ 101,255.51	\$ 74,540.03	\$ 116,700.00
10-620-91-0	Sponsorship Program	\$ 15,000.00	\$ 25,837.75	\$ 25,000.00
10-620-91-1	Liberty Festival			\$ 42,807.71
10-620-91-2	Hometown Christmas			\$ 2,067.61
10-620-91-3	Easter			\$ 1,372.50
10-620-91-4	Summer Events			\$ 3,000.00
10-620-91-5	Veteran's & Memorial Day			\$ 2,000.00
10-620-92-0	Summer Camp	\$ 8,000.00	\$ 3,050.60	\$ 30,000.00
10-620-92-1	Summer Camp Salaries			\$ 50,000.00
10-620-92-2	Summer Camp Cleaning			\$ 1,500.00
10-620-93-0	Fireworks	\$ 13,000.00		\$ 15,500.00
10-620-98-0	Town Decorations	\$ 30,000.00	\$ 15,890.23	\$ 15,000.00
10-620-99-0	PARTF			\$ 1,000,000.00
	Total Department Budget	\$ 245,358.26	\$ 137,356.53	\$ 1,422,445.39

FINANCE

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-660-01-0	Salary	\$ 72,300.33	\$ 60,470.20	\$ 77,202.00
10-660-02-0	Longevity	\$ 100.00		\$ 1,149.03
10-660-03-0	Christmas Bonus	\$ 150.00		\$ 200.00
10-660-04-0	Social Security	\$ 5,530.98	\$ 1,263.35	\$ 5,862.83
10-660-05-0	Retirement	\$ 9,836.48	\$ 8,102.89	\$ 11,229.58
10-660-06-0	401K	\$ 4,051.27	\$ 3,337.23	\$ 4,352.55
01-660-07-0	Other Fringe Benefits--Ins	\$ 7,466.74	\$ 4,668.12	\$ 7,914.75
10-660-08-0	Contracted Services	\$ 55,000.00	\$ 19,957.24	\$ 55,000.00
10-660-09-0	Office Supplies	\$ 700.00	\$ 503.19	\$ 700.00
10-660-10-0	Training	\$ 700.00		\$ 1,000.00
10-660-11-0	Travel & Expenses	\$ 800.00	\$ 68.51	\$ 1,000.00
10-660-12-0	Dues & Subscriptions	\$ 250.00		\$ 250.00
10-660-13-0	Telephone	\$ 200.00		\$ 200.00
10-660-14-0	Miscellaneous	\$ 500.00		\$ 500.00
10-660-15-0	Bank Service Charges	\$ 1,200.00	\$ 1,235.68	\$ 1,300.00
10-660-74-0	Capital Outlay	\$ -	\$ -	\$ 2,000.00
	Total Departmental Budget	\$ 158,785.80		\$ 169,860.75

SANITATION

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-580-45-0	Solid Waste & Recycling Removal Contract	\$ 295,800.00	\$ 270,042.96	\$ 333,594.48
10-580-45-1	Onslow County Tipping Fees	\$ 125,799.03	\$ 51,182.58	\$ 130,000.00
	Total Department Budget	\$ 421,599.03	\$ 321,225.54	\$ 463,594.48

PUBLIC BUILDINGS & GROUNDS

Line Item #	Description - Admin/General	FY 2023 - 2024 Proposed
10-540-01-0	M/R Buildings and Grounds	\$ 68,000.00
10-540-01-1	Utilities	\$ 11,200.00
10-540-01-2	Cleaning Services	\$ 6,700.00
10-540-01-3	Cleaning Supplies	\$ 1,000.00
10-540-01-4	Pest Control	\$ 1,200.00
10-540-01-5	Contracted Services	\$ 4,920.00
10-540-01-6	Town Hall Renovation	\$ -
10-540-01-7	Miscellaneous	\$ 5,000.00
	Total Department Budget	\$ 98,020.00

Line Item #	Description - Police Department	FY 2023 - 2024 Proposed
10-540-02-0	M/R Buildings and Grounds	\$ 15,000.00
10-540-02-1	Utilities	\$ 11,000.00
10-540-02-2	Cleaning Services	\$ 5,500.00
10-540-02-3	Cleaning Supplies	\$ 1,000.00
10-540-02-4	Contracted Services	\$ -
10-540-02-5	Shooting Range	\$ 2,000.00
	Total Department Budget	\$ 34,500.00

Line Item #	Description - Parks & Rec	FY 2023 - 2024 Proposed
10-540-03-0	Parks, Grounds, & Revitalization	\$ 18,000.00
10-540-03-1	Utilities	\$ 21,000.00
10-540-03-2	Cleaning Services	\$ 1,000.00
10-540-03-3	Cleaning Supplies	\$ 2,000.00
10-540-03-4	Contracted Services	\$ -
10-540-03-5	Liberty Fountain	\$ 3,500.00
10-540-03-6	Community Center	\$ 10,000.00
	Total Department Budget	\$ 55,500.00

\$ 188,020.00

MUNICIPAL FIRE SERVICES

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-800-01-0	Holly Ridge Fire Salary	\$ 61,000.00		\$ 82,000.00
10-800-02-0	Holly Ridge Fire Equipment	\$ 39,000.00		\$ 33,000.00
10-800-03-0	Turkey Creek Fire Dept	\$ 7,000.00		\$ 2,000.00
10-800-04-0	Future Capital Outlay Fund	\$ -	\$ -	\$ 83,000.00
	Total Departmental Budget	\$ 107,000.00		\$ 200,000.00

NON-DEPARTMENTAL EXPENSES

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-999-01-0	Insurance & Bonds	\$ 89,700.00	\$ 111,590.06	\$ 125,000.00
10-999-02-0	Contracted Services	\$ 28,000.00	\$ 29,122.36	\$ 30,000.00
10-999-03-0	Website	\$ 5,000.00	\$ 1,125.00	\$ 5,000.00
10-999-04-0	Postage	\$ 2,500.00	\$ 1,727.52	\$ 3,000.00
10-999-05-0	Unemployment Insurance	\$ 3,000.00	\$ 2,739.17	\$ 3,000.00
10-999-06-0	Economic Development Grant	\$ 20,000.00	\$ 18,450.00	\$ 50,000.00
10-999-07-0	Emergency Management	\$ 200,000.00	\$ -	\$ 200,000.00
10-999-08-0	Contengcies	\$ 10,000.00	\$ 8,928.18	\$ 10,000.00
10-999-09-0	Health Reimbursement Arrangement	\$ 31,000.00	\$ 29,323.27	\$ 35,000.00
10-999-10-0	CARES Act	\$ -	\$ -	\$ -
10-999-11-0	Vehicle Fleet Lease	\$ 150,000.00	\$ 185,957.06	\$ 210,000.00
10-999-11-1	Fleet Connect	\$ 4,500.00	\$ 4,500.00	\$ 5,000.00
10-999-12-0	Safety and Health Program	\$ 9,000.00	\$ -	\$ 8,800.00
10-999-13-0	IT Services	\$ 63,000.00	\$ 44,709.68	\$ 71,000.00
	Total Department Budget	\$ 615,700.00	\$ 438,172.30	\$ 755,800.00

STREETS - Municipal

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-560-13-0	Street Lights	\$ 100,000.00	\$ 93,742.01	\$ 130,000.00
10-560-14-0	Debt Service	\$ -		\$ 150,000.00
10-560-15-0	Capital Improvements	\$ 64,000.00		\$ 140,000.00
10-560-16-0	Balance Forward	\$ 41,079.46		\$ 105,079.46
10-560-17-0	Signage	\$ -	\$ -	\$ 4,000.00
10-560-18-0	M/R Street			\$ 1,291,752.67
	Total Department Budget	\$ 205,079.46		\$ 1,820,832.13

**POWELL BILL FUND
STREETS - State Aid
REVENUE**

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
11-102-00-0	Powell Bill - Balance Forward	\$ 47,000.00		\$ 204,364.87
11-343-00-0	Powell Bill - Allocation	\$ 62,700.00	\$ 63,070.55	\$ 63,070.55
	Total Fund Budget	\$ 109,700.00		\$ 267,435.42

EXPENDITURES

Line Item #	Description	FY 2022 - 2023 Approved		
11-570-01-0	Surveys & Engineering	\$ 15,000.00		\$ 20,000.00
11-570-02-0	Salaries	\$ -		
11-570-03-0	Equipment	\$ -		\$ 5,000.00
11-570-18-0	M/R Streets	\$ 49,700.00	\$ 42,062.38	\$ 242,435.42
11-570-19-0	Debt Service	\$ 45,000.00		
	Total Fund Budget	\$ 109,700.00		\$ 267,435.42

Current Garbage/Recycle Rates:							
	Households	Garbage	Recycling	Total	Garbage Annual	Recycling Annual	Total Annual
Current	2065	\$ 13.00	\$ 4.00	\$ 17.00	\$ 322,140.00	\$ 99,120.00	\$ 421,260.00
Estimated	2374	\$ 13.00	\$ 4.00	\$ 17.00	\$ 370,344.00	\$ 113,952.00	\$ 484,296.00

23/24 Pricing from GFL to Town		
Garbage	\$ 8.32	\$ 237,020.16
Recycle	\$ 3.39	\$ 96,574.32
Total	\$ 11.71	\$ 333,594.48

Proposed Garbage/Recycle Rates:							
	Households	Garbage	Recycling	Total	Garbage Annual	Garbage Annual	Annual
\$3 Increase							
Current	2065	\$ 15.00	\$ 5.00	\$ 20.00	\$ 371,700.00	\$ 123,900.00	\$ 495,600.00
Estimated	2374	\$ 15.00	\$ 5.00	\$ 20.00	\$ 427,320.00	\$ 142,440.00	\$ 569,760.00

Contract Costs	\$	333,594.48
Tipping Fees	\$	130,000.00
	\$	463,594.48
		*est. w/projected number of households

	Households	Garbage	Recycling	Total	Garbage Annual	Garbage Annual	Annual
\$2 Increase							
Current	2065	\$ 14.00	\$ 5.00	\$ 19.00	\$ 346,920.00	\$ 123,900.00	\$ 470,820.00
Estimated	2374	\$ 14.00	\$ 5.00	\$ 19.00	\$ 398,832.00	\$ 142,440.00	\$ 541,272.00

Breakeven	\$ 17.01	per household per month
current	\$ 17.00	
difference	\$ (0.01)	

	Households	Garbage	Recycling	Total	Garbage Annual	Garbage Annual	Annual
\$1 Increase							
Current	2065	\$ 13.00	\$ 5.00	\$ 18.00	\$ 322,140.00	\$ 123,900.00	\$ 446,040.00
Estimated	2374	\$ 13.00	\$ 5.00	\$ 18.00	\$ 370,344.00	\$ 142,440.00	\$ 512,784.00

	Garbage	Recycle	Total
Holly Ridge	\$ 13.00	\$ 4.00	\$ 17.00
Surf City	\$ 26.00		\$ 26.00 combined
Richlands	\$ 17.00		\$ 17.00 combined
Topsail Beach	\$ 17.00	\$ 5.00	\$ 22.00
North Topsail	\$ 18.85		\$ 18.85 combined

May

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Surf City Softball: 5-10pm 5-10pm	2	3	4	5	6 Birthday Party: 8am – 11pm 8am-3:30pm 3:30-11pm
7 Kiwanis Club: 2-5pm 2-5pm	8 Surf City Softball: 5-10pm 5-10pm	9 Private Meeting: 8am-3pm 8am-3pm	10	11	12	13
14	15 Surf City Softball: 5-10pm 5-10pm	16	17	18	19	20
21 Kiwanis Club: 2-5pm 2-5pm	22 Surf City Softball: 5-10pm 5-10pm	23	24 Private Banquet: 3-9pm 3-9pm	25	26	27 Memorial Day Ceremony: 9-11am 9-11am
28 Birthday Party: 12-4pm 12-4pm	29	30	31 Private Event: 1-9pm 1-5pm 5-9pm	1		

Week 1: 20 hrs

Week 2: 15 hrs

Week 3: 5 hrs

Week 4: 16 hrs

Week 5: 12 hrs

Holly Ridge Community Center – Part Time Duties & Responsibilities

The proposed Administrative Assistants for the Parks & Recreation Department will promote the recreation opportunities for the Town of Holly Ridge by serving as secondary points of contact for residents and visitors utilizing the Community Center. This position helps to plan and implement activities and programs at the Holly Ridge Community Center.

These duties and responsibilities are not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the Town.

- Works a non-traditional work schedule, primarily working nights and weekends with limited supervision for programs, events, facility rentals, and special events.
- Serves as first point of contact at the Holly Ridge Community Center via telephone, emails, and walk-ins.
- Answers and directs phone calls, forwarding messages and requests to appropriate staff members.
- Performs administrative tasks such as utilizing a computer to update files, sending invoices, and responding to inquiries in person, over the phone, or via email.
- Sets up and breaks down the facilities for rentals, meetings, classes, programs, and events.
- Processes customer payments by entering payment information into the appropriate programs.
- Assists the Parks & Recreation Coordinator in the execution of his/her responsibilities as needed.
- Assists with the scheduling, showing, and renting of the Holly Ridge Community Center and ensures proper preparation of the venue for events as needed.
- Ensures an environment of safety for all participants. Treats minor first-aid incidents, fills out accident reports, and provides a copy to their supervisor and department head.
- Maintains a clean work environment at all times.
- Performs other duties of a similar nature or level.

The Needs Assessment identified in the Parks and Recreation Master Plan identifies priority facilities for the area being a Splash Pad, Sidewalk & Trails, Playgrounds, and an additional Community Center.

It is my recommendation that that Town Council support the PARTF Grant application process to include a 10-year plan of adding these amenities to our existing park area, as identified in the Parks and Recreation Master Plan. We would like to request that in Phase 1 of the PARTF application, we plan for a Community Center and Dog Park to be built on the existing lot at the corner of Burns Street and South Jenkins Street. The proposed facility would have fitness equipment available to both the public and town staff (i.e. Police Department), as well as rooms for classes and programming.

In Phase 2 of the PARTF application, we would like to request for a Splash Pad and ADA compliant playground to be located in it's current location on the corner of N Hines Street and Kraft Street. This project would be requested through PARTF as a separate application and would happen secondary to the Community Center and Dog Park.

GRANT ADMINISTRATOR

General Statement of Duties

Performs difficult professional work in writing and administering various grants for Town Departments.

Distinguishing Features of the Class

An employee in this class is responsible for consulting with department heads, local officials, community leaders, state and federal agencies, and private foundations on behalf of the Town to research, prepare, submit, and administer grants. Duties include development of data, statistics for grants; identification and administration of grants; and maintaining proper records, reports, and public information for the programs. Work requires considerable planning and timely execution of work. Employee must exercise independent judgment and simultaneously must consider financial, socio-economic, legal, and regulatory variables as they affect the Town. Work is performed under the general direction of the Town Manager.

Duties and Responsibilities

Preparation of proposals, grant applications, and requisite reports; performance of responsible, professional, and administrative work in researching, identifying, developing, and responding to public and private grant opportunities

Conduct research on foundations and governmental agencies to identify and evaluate prospects for grant funding. Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals.

Collaborate with departments to gather information necessary for writing compelling and accurate grant proposals.

Develop an in-depth understanding of programs and program needs.

Manage timelines and deliverables.

Research and analyze potential grant funding to determine whether there is a match between the funder's initiatives and a related Town departmental need or potential opportunities for improvements.

Provide clear communication of proper rules and regulations for approving grants, all specifications, requirements, and objectives across all departments of the organization and management.

Grants Management

Develop a tracking mechanism/grants inventory system to account for, record, maintain, and report on existing grants and new grant awards within the Town.

Keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities.

Oversee grants to ensure implementation is occurring according to the grant specifications and in the most cost-effective manner while maximizing the grants financial benefits.

Monitor program budgets and expenditures and communicate with program managers to ensure effectiveness of grants.

Administer grant records and evaluate financial reports to analyze progress. Ensure all costs are expended within grant guidelines and within timeframes/deadlines provided.

Analyze all processes in grants submissions and provide suggestions to enhance grant

program entry for efficiencies.

Monitor and analyze grant budget trends and make recommendations for cost control.

When applicable, make recommendations for future sustainability of programs if/when grant funds are set to expire.

Accept and complete financial and accounting related projects that may involve independent research and analysis, balancing and preparing reports, training personnel, providing excellent customer service by assisting with inquiries, and/or assisting other departmental personnel with grant reporting assignments; this may involve making recommendations of process improvements to increase efficiencies.

Essential Duties and Tasks

Preparation of proposals, grant applications, and requisite reports; performance of responsible, professional, and administrative work in researching, identifying, developing, and responding to public and private grant opportunities

Conduct research on foundations and governmental agencies to identify and evaluate prospects for grant funding. Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals.

Collaborate with departments to gather information necessary for writing compelling and accurate grant proposals.

Develops & submits grant funding proposals.

Develops forms and procedures for projects; assures files and legal documents are properly maintained.

Administers grants including ensuring all requirements are met, preparing interim reports, etc.

Attends all required grant writing and grant management workshops.

Prepares and submits monitoring reports to grantors.

Assists with developing information and presentation on grant information, as necessary.

Develops and maintains an internal grant application process.

Participates in preparation of requisitions and tracking of grant funding.

Research and analyze potential grant funding to determine whether there is a match between the funder's initiatives and a related Town departmental need or potential opportunities for improvements.

Additional Job Duties

Performs related duties as required.

Knowledges, Skills, and Abilities

Considerable knowledge of principles of grant management, local government grant funding sources, grant development and administration

Considerable knowledge of relevant federal and state laws, rules and regulations applicable to grants and grant reporting.

Considerable knowledge of the application of information technology to grant development, research, and management including tracking funding and expenditures.

Working knowledge of the functions of the state, federal and local organizations, structures, agencies, and committees

Knowledge of the principles of planning, budgeting, and accounting for grants.

Skill in data collection and analysis, and establishment of databases about pertinent statistics and demographics.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with federal and state grant agencies, contractors, community leaders and organizations.

Ability to analyze situations accurately and make recommendations for appropriate grant applications.

Ability to plan and organize work, and to effectively balance priorities.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, grasping, talking, hearing, and repetitive motion.

Must be able to perform sedentary work exerting up to 10 pounds of force frequently or constantly to move objects.

Must possess the visual acuity to prepare and analyze data, examine, and work with detailed materials, operate a computer, inspect sites, use measuring devices, figure computations, and to read extensively.

Desired Education and Experience

Graduation from a four-year college or university with a degree in public administration, business, planning, economics, or related field; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

Salary

Base salary of \$35,000.00 plus benefits and with a 3% commission paid for successfully awarded grants as follows: 1.5% at time of award and 1.5% after the final reimbursement to the Town.