



BOARD OF COMMISSIONERS

April 10, 2019— 6:00 p.m.

- I. Call to order and Pledge of Allegiance** **Mayor**
- II. Approval of the Agenda**
(Motion to add or delete an item will be entertained prior to approval.)
- III. Disclosures and Conflicts of Interest**
- IV. Announcements** **Mayor**
a. Next Board Meeting: April 24, 2019
- V. Public Comment**
**(Citizens are allowed to voice Town-related concerns and opinions during this time. Before speaking, each participant must sign in on the speaker roster list, located at the Clerk's Desk. Speakers will be heard on a first-come, first-served basis. Each speaker will be given up to three (3) minutes.)*
- VI. Consent Agenda** (2-6) **Mayor**
a. Minutes from March 13, 2019 (3-5)
b. Tax Discoveries and Releases (6)
- VII. Town Manager's Report** (7-13) **Town Manager**
- VIII. Unfinished Business** (14-15) **Mayor**
a. FY 19-20 General Fund Budget Discussion
b. 2019 Annual Agenda and Commissioner Reports (14-15)
- IX. New Business** (16-18) **Mayor**
a. Budget Amendment (17)
b. Agenda Items for Next Meeting (18) **Mayor**
- X. Public Comment #2**
**(Citizens are allowed to voice Town-related concerns and opinions during this time. Before speaking, each participant must sign in on the speaker roster list, located at the Clerk's Desk. Speakers will be heard on a first-come, first-served basis. Each speaker will be given up to three (3) minutes.)*
- XI. Adjournment** **Mayor**

Memorandum – Agenda Item VI.

To: Mayor
Commissioners
Town Manager

From: Sarah Williams

Date: April 10, 2019

RE: Consent Agenda.

Relationship to Strategic Plan:
Varies by Item...

Summary

For approval. This month's consent agenda consists of the following items for approval:

- a. Minutes from March 13, 2019
- b. Tax Discoveries and Releases

Attachments:

- a. Minutes from March 13, 2019
- b. Tax Discoveries and Releases

Requested action:

Approve the consent agenda

TOWN OF PINE KNOLL SHORES
BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
March 13, 2019— 6:00 p.m.
Meeting Minutes

The Pine Knoll Shores Board of Commissioners held a Regular Meeting at 6:00 p.m., Wednesday, March 13, 2019, in the Board Room of Pine Knoll Shores Town Hall. The following were in attendance:

Board Members Present:

Ken Jones (Mayor), Clark Edwards (Town Commissioner), Alicia Durham (Town Commissioner), , Larry Corsello (Town Commissioner) and Ted Goetzinger (Town Commissioner).

Board Members Absent:

Bill Knecht (Town Commissioner)

Staff Present: Brian Kramer (Town Manager), Kevin Reed (Town Planner), Ryan Thompson (Police Chief), Jason Baker (Fire Chief), Sonny Cunningham (Public Works Director), Erica Reed (Tax Collector) , Sarah Williams (Town Clerk), and Neil Whitford (Town Attorney)

Mayor Jones welcomed everyone and asked for a moment of silence in memory of Atlantic Beach Fire Chief Adam Snyder, called the meeting to order, and led them in the Pledge of Allegiance.

Approval of the Agenda

The Agenda was approved unanimously, with changes, on a motion by Commissioner Edwards with a second by Commissioner Goetzinger. Extending the trailer resolution was added to unfinished business.

Disclosures and Conflicts of Interest

There were no disclosures or conflicts of interest.

Announcements

Mayor Jones announced that the next Board Meeting would be March 27, 2019.

Public Comment

Paul Farone, 101 Cottonwood Ct, would like to see the town help with drainage of Arborvitae Ct and said that there are neighbors willing to contribute to the project.

Eddie Stallings, 114 Arborvitae Ct, would like to move the water off of Arborvitae Ct.

Steve Brown, 106 Cottonwood Ct, would like to move the water off of Arborvitae Ct. His home isn't affected but he supports his neighbors and the project.

Consent Agenda

- a. Minutes from January 23, 2019
- b. Minutes from February 7-8, 2019
- c. Minutes from February 28, 2019
- d. Tax Discoveries and Releases

Upon a motion by Commissioner Edwards, seconded by, Commissioner Goetzinger the Board unanimously approved the Consent Agenda.

Town Manager's Report

Town Manager Kramer briefed the Board from a PowerPoint presentation. The slides are included herein by reference and attached to these minutes.

Town Manager Kramer thanked Chief Baker and Natalie Gible (HRO) for their work attaining FEMA funds.

Commissioner Corsello asked to see a list of expenditures for disaster related items and how much money the town was receiving from FEMA/NCLM and how much the town was spending.

Fire Captain Chad Mann was responsible for attaining 7 dual band radios and having them donated to the town.

Staff Reports

Town staff briefed the Board from a PowerPoint presentation. The slides are included herein by reference and attached to these minutes.

Unfinished Business

2019 Annual Agenda and Commissioner Reports

Mayor Jones reported that the outreach dinner to second homeowners was a success and the Beach Commission was busy.

New Business

Phase II Preliminary Design

Town Manager Kramer briefed the Board on the design for the Phase II East End Stormwater Project with assistance from Larry Sneed (Engineer with Coastal Stormwater Services). The memo is included herein by reference and attached to these minutes.

Town Manager Kramer asked for authorization to sign a proposal with Coastal Stormwater Services for the East End Phase II Stormwater Project. The motion to give the Town Manager authorization to sign a proposal passed unanimously on a motion by Commissioner Edwards with a second by Commissioner Goetzinger.

Arborvitae Ct. Drainage

Town Manager Kramer explained that the residents of Arborvitae Ct have proposed a cost share to help with the costs of a stormwater system. The memo is incorporated herein by reference and attached to these minutes.

Commissioner Goetzinger made a motion to participate in the cost share with Arborvitae Ct residents. Commissioner Corsello made the second and the motion passed unanimously.

Strategic Plan Committee and Planning Board Topics for Study

Town Manager Kramer discussed topics of study for the Strategic Planning Committee and Planning Board. The memo is included herein by reference and attached to these minutes.

Commissioner Edwards asked that the Planning Board look at the vegetation on the oceanfront. The Board agreed with Town Manager Kramer's memo and Town Manager Kramer said that he would forward the suggestions to the respective boards.

Police Vehicle Purchase

The Board approved the purchase of a 2019 Ford Explorer for the Police Department unanimously on a motion by Commissioner Edwards with a second by Commissioner Durham.

Budget Amendments 3 & 4

Budget Amendments 3 & 4 were approved unanimously on a motion by Commissioner Corsello with a second by Commissioner Goetzinger.

Temporary Use of Camper or RV

Commissioner Edwards made the motion to extend the resolution to August 1, 2019. Commissioner Corsello made the second and the motion passed unanimously.

Continuance of Waiver of Permitting Fees (For Storm Damaged Homes)

The Board discussed setting an expiration date to waiving fees from storm damage. Commissioner Durham made a motion to waive the permitting fees for storm damaged homes until the end of the fiscal year (2019). Commissioner Goetzinger made the second and the motion passed unanimously.

Agenda Items for Next Meeting

There were no agenda items for the next meeting.

Public Comment #2

There was no public comment.

Closed Session in accordance with NCGS 143-318.11(a) (6)

Recess and Return into Closed Session

The Board went into recess at 7:40 PM and returned into Session at 7:44 PM. The Board went into Closed Session at 7:44 PM in accordance with NCGS 143-318.11(a) (5) to discuss property acquisition on a motion by Commissioner Edwards with a second by Commissioner Durham that passed unanimously.

The Board came out of Closed Session at 8:04 PM on a motion by Commissioner Goetzinger with a second by Commissioner Corsello that passed unanimously.

Adjournment

The Board Adjourned on a motion by Commissioner Goetzinger with a second by Commissioner Durham that passed unanimously at 8:05 p.m.

Ken Jones, Mayor

Sarah G. Williams, Town Clerk

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The Town of Pine Knoll Shores

April 1, 2019

Pine Knoll Shores Tax Report

To: Brian Kramer, Town Manager
Julie A. Anderson, Director of Finance & Administration

From: Erica Reed, Tax Collector

ALL DISCOVERIES, RELEASES & ADJUSTMENTS OF REAL AND PERSONAL
PROPERTY ARE AUTHORIZED BY THE CARTERET COUNTY TAX OFFICE.

Total valuation as of February	898,705,164
Total valuation as of March	898,705,594

<u>RELEASE NON OCEAN PERSONAL PROPERTY</u>	<u>BILL #</u>	<u>VALUATION</u>		<u>TAX DOLLARS</u>
CREAMER, MARVIN	171	4,410	\$	9.39

<u>DISCOVERY - NON OCEAN PERSONAL PROPERTY</u>	<u>BILL #</u>	<u>VALUATION</u>		<u>TAX DOLLARS</u>
DICKERSON, KENNETH	2690	4,840	\$	10.31



TOWN OF PINE KNOLL SHORES

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2019

Reporting Period: MARCH 1-31, 2019

OUR CASH IN RESERVES

CASH & INVESTMENTS BY FUND

Balances as of month end, in whole dollars

GENERAL FUND	Mar 2018	Mar 2019
Operating	\$ 1,815,880	\$ 2,137,370
Powell Bill	\$ 131,069	\$ 127,495
Designated Reserves	\$ 851,126	\$ 612,703
Zoning & Petty Cash	\$ 21,650	\$ 27,650
TOTAL GENERAL FUND	\$ 2,819,725	\$ 2,905,219
BEACH FUNDS	Mar 2018	Mar 2019
Beach Capital Reserve	\$ 2,481,787	\$ 2,943,632
Beach Expense Reserve	\$ 172,104	\$ 120,639
TOTAL BEACH FUNDS	\$ 2,653,890	\$ 3,064,272
OTHER FUNDS	Mar 2018	Mar 2019
Water Enterprise	\$ 826,914	\$ 941,158
Police Separation	\$ 2,923	\$ 1,115
"Bark Park"	\$ 2,104	\$ 2,104
Kayak for Warriors	\$ 9,234	\$ 19,203
TOTAL OTHER FUNDS	\$ 841,175	\$ 963,580
GRAND TOTAL-ALL FUNDS	\$ 6,314,790	\$ 6,933,070

OUR CASH FLOWS

REVENUES & EXPENSES BY FUND

GENERAL FUND		Prior FYTD %	Current FYTD %
Fiscal Year Budget	\$ 3,553,000	\$ 5,090,000	
Revenues Fiscal Year to Date	\$ 4,323,243	82.26%	84.94%
Expenses Fiscal Year to Date	\$ 4,023,159	68.10%	79.04%
BEACH CAPITAL RESERVE FUND			
Fiscal Year Budget	\$ 411,000	\$ 425,000	
Revenues Fiscal Year to Date	\$ 355,665	80.87%	83.68%
Expenses Fiscal Year to Date	\$ -	0.00%	0.00%
BEACH EXPENSE RESERVE FUND			
Fiscal Year Budget	\$ 145,000	\$ 319,000	
Revenues Fiscal Year to Date	\$ 226,231	54.71%	70.97%
Expenses Fiscal Year to Date	\$ 241,544	19.97%	75.72%
WATER ENTERPRISE FUND			
Fiscal Year Budget	\$ 800,000	\$ 915,000	
Revenues Fiscal Year to Date	\$ 507,752	67.59%	55.49%
Expenses Fiscal Year to Date	\$ 379,937	44.73%	41.52%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE

AD VALOREM PROPERTY TAX	Current FY %	Prior FY %
Fiscal Year Budget	\$ 1,740,000	\$ 1,750,000
Revenues this Month	\$ 9,625	\$ 0.52%
Revenues FYTD	\$ 1,757,322	\$ 101.15%
BEACH PROPERTY TAX		
Fiscal Year Budget	\$ 314,000	\$ 314,000
Revenues this Month	\$ 1,775	\$ 0.57%
Revenues FYTD	\$ 316,397	\$ 100.76%
SALES & USE TAX		
Fiscal Year Budget	\$ 660,000	\$ 710,000
Revenues this Month	\$ 66,107	\$ 9.31%
Revenues FYTD	\$ 407,690	\$ 57.42%
BEACH EXPENSE RESERVE FUND		
Fiscal Year Budget	\$ 117,000	\$ 123,000
Revenues this Month	\$ 11,666	\$ 9.48%
Revenues FYTD	\$ 72,043	\$ 58.57%
BUILDING PERMIT FEES		
Fiscal Year Budget	\$ 48,000	\$ 55,000
Revenues this Month	\$ 2,678	\$ 31,718
Revenues FYTD	\$ 37,894	\$ 68.53%
AMBULANCE TRANSPORT FEES		
Fiscal Year Budget	\$ 42,000	\$ 50,000
Revenues this Month	\$ 4,156	\$ 13.52%
Revenues FYTD	\$ 52,391	\$ 104.78%
WATER ENTERPRISE FUND CUSTOMER-BASED REVENUES		
Fiscal Year Budget	\$ 724,600	\$ 735,000
Prior Month	\$ 50,876	\$ 6,678
FYTD (as of prior month)	\$ 455,996	\$ 62.19%

OUR PROPERTY VALUES

PROPERTY	VALUATION	TAX RATE	TAX LEVY	% COLLECTED
Oceanfront Property	\$ 399,427,312	0.06	\$ 239,656	99.0%
Non-Oceanfront Property	\$ 499,278,282	0.016	\$ 79,885	99.3%
Total Town	\$ 898,705,594	0.197	\$ 1,770,450	99.3%

EXPENDITURES AT A GLANCE

GENERAL FUND DEPARTMENTS	Fiscal Year 2018 Budget	This Month's Expenses ESTIMATED	ACTUAL	FYTD Expenses ESTIMATED	ACTUAL
Administration	\$ 123,000	\$ 9,714	\$ 5,192	\$ 98,158	\$ 81,067
Police	\$ 446,000	\$ 37,347	\$ 31,605	\$ 336,105	\$ 327,063
Emergency Management	\$ 787,000	\$ 112,454	\$ 109,538	\$ 602,742	\$ 552,442
Fire & EMS	\$ 105,000	\$ 10,855	\$ 11,322	\$ 81,648	\$ 78,282
Inspections	\$ 1,304,000	\$ 122,778	\$ 124,578	\$ 1,062,430	\$ 1,040,108
Public Property/Buildings	\$ 185,500	\$ 20,983	\$ 19,736	\$ 143,129	\$ 131,726
Transportation	\$ 322,000	\$ 79,709	\$ 79,203	\$ 239,557	\$ 247,445
Environmental Protection	\$ 118,500	\$ 5,526	\$ 3,590	\$ 48,857	\$ 35,154
Debt Service	\$ 1,469,000	\$ 48,823	\$ 45,857	\$ 1,267,823	\$ 1,355,993
	\$ 228,000	\$ 60,000	\$ 58,451	\$ 184,000	\$ 173,880
	\$ 5,090,000	\$ 508,190	\$ 489,072	\$ 4,064,458	\$ 4,023,159
WATER ENTERPRISE FUND					
Water Administration	\$ 375,500	\$ 35,299	\$ 31,836	\$ 277,678	\$ 256,659
Maintenance	\$ 61,500	\$ 4,875	\$ 3,601	\$ 46,875	\$ 11,687
Debt Service	\$ 293,000	\$ -	\$ -	\$ 100,000	\$ 100,000
Capital Outlay & Assets Under Threshold	\$ 131,500	\$ -	\$ 2,350	\$ 10,000	\$ 11,592
Contingency & Emergency Maintenance	\$ 53,500	\$ -	\$ -	\$ -	\$ -
	\$ 915,000	\$ 40,174	\$ 37,787	\$ 434,553	\$ 379,937



TOWN OF PINE KNOLL SHORES

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2019

Reporting Period: FEBRUARY 1-28, 2019

OUR CASH IN RESERVES

CASH & INVESTMENTS BY FUND

Balances as of month end, in whole dollars

GENERAL FUND	Feb 2018	Feb 2019
Operating	\$ 2,004,235	\$ 1,394,731
Powell Bill	\$ 130,959	127,298
Designated Reserves	850,406	611,757
Zoning & Petty Cash	20,650	28,650
TOTAL GENERAL FUND	\$ 3,006,249	\$ 2,162,436
BEACH FUNDS		
Beach Capital Reserve	Feb 2018 \$ 2,477,854	Feb 2019 \$ 2,937,001
Beach Expense Reserve	161,407	185,278
TOTAL BEACH FUNDS	\$ 2,639,261	\$ 3,122,279
OTHER FUNDS		
Water Enterprise	Feb 2018 \$ 832,915	Feb 2019 \$ 935,561
Police Separation	3,530	1,114
"Bark Park"	2,104	2,104
Kayak for Warriors	7,659	19,792
TOTAL OTHER FUNDS	\$ 846,208	\$ 958,570
GRAND TOTAL-ALL FUNDS	\$ 6,491,718	\$ 6,243,285

OUR CASH FLOWS

REVENUES & EXPENSES BY FUND

GENERAL FUND

	Comparison of FYTD %	
	Prior FYTD %	Current FYTD %
Fiscal Year Budget	\$ 3,091,653	\$ 3,553,000
Revenues Fiscal Year to Date	\$ 3,534,088	77.90%
Expenses Fiscal Year to Date	\$ 3,534,088	58.46%
		73.02%

BEACH CAPITAL RESERVE FUND

Fiscal Year Budget	\$ 349,033	\$ 411,000
Revenues Fiscal Year to Date	\$ -	79.91%
Expenses Fiscal Year to Date	\$ -	0.00%
		0.00%

BEACH EXPENSE RESERVE FUND

Fiscal Year Budget	\$ 145,000	\$ 153,000
Revenues Fiscal Year to Date	\$ 90,533	46.86%
Expenses Fiscal Year to Date	\$ 41,208	19.50%
		26.93%

WATER ENTERPRISE FUND

Fiscal Year Budget	\$ 506,297	\$ 800,000
Revenues Fiscal Year to Date	\$ 342,150	61.66%
Expenses Fiscal Year to Date	\$ -	39.22%
		37.39%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE

AD VALOREM PROPERTY TAX

	Comparison of FY %	
	Prior FY %	Current FY %
Fiscal Year Budget	\$ 1,740,000	\$ 1,750,000
Revenues this Month	\$ 17,849	1.20%
Revenues FYTD	\$ 1,747,697	1.02%

BEACH PROPERTY TAX

Fiscal Year Budget	\$ 314,000	\$ 314,000
Revenues this Month	\$ 4,266	1.40%
Revenues FYTD	\$ 314,622	100.34%

SALES & USE TAX

Fiscal Year Budget	\$ 660,000	\$ 710,000
Revenues this Month	\$ 69,385	9.12%
Revenues FYTD	\$ 341,583	45.19%

BEACH EXPENSE RESERVE FUND

Fiscal Year Budget	\$ 117,000	\$ 123,000
Revenues this Month	\$ 12,244	9.08%
Revenues FYTD	\$ 60,377	44.99%

BUILDING PERMIT FEES

Fiscal Year Budget	\$ 48,000	\$ 55,000
Revenues this Month	\$ 9,567	9.73%
Revenues FYTD	\$ 35,016	88.92%

AMBULANCE TRANSPORT FEES

Fiscal Year Budget	\$ 42,000	\$ 50,000
Revenues this Month	\$ 2,501	8.81%
Revenues FYTD	\$ 48,235	88.47%

WATER ENTERPRISE FUND CUSTOMER-BASED REVENUES

Fiscal Year Budget	\$ 724,600	\$ 815,000
Prior Month	\$ 46,952	6.95%
FYTD (as of prior month)	\$ 404,720	55.52%

OUR PROPERTY VALUES

PROPERTY	VALUATION	TAX RATE	TAX LEVY	% COLLECTED
Oceanfront Property	\$ 399,427,312	0.06	\$ 239,656	98.5%
Non-Oceanfront Property	\$ 499,277,852	0.016	\$ 79,884	
Total Town	\$ 898,705,164	0.197	\$ 1,770,449	98.7%

EXPENDITURES AT A GLANCE

GENERAL FUND DEPARTMENTS

	Comparison of Expenses			
	Fiscal Year 2018 Budget	This Month's ESTIMATED	ACTUAL	FYTD ESTIMATED
Administration	\$ 121,500	\$ 8,464	\$ 8,397	\$ 88,443
Police	440,000	27,071	29,061	295,459
Emergency Management	711,000	49,177	44,358	442,904
Fire & EMS	105,000	7,459	8,220	66,960
Inspections	1,279,000	316,031	305,844	915,530
Public Property/Buildings	184,500	13,698	12,755	111,990
Transportation	297,500	16,903	26,696	168,242
Environmental Protection	103,500	4,545	3,631	31,564
Debt Service	1,370,000	26,250	59,293	1,310,136
	\$ 4,840,000	\$ 469,598	\$ 498,258	\$ 3,556,268
				\$ 115,428

WATER ENTERPRISE FUND

	Comparison of Expenses			
	Fiscal Year 2018 Budget	This Month's ESTIMATED	ACTUAL	FYTD ESTIMATED
Water Administration	\$ 375,500	\$ 24,660	\$ 25,902	\$ 242,379
Maintenance	61,500	6,375	1,748	8,086
Debt Service	293,000	-	-	100,000
Capital Outlay & Assets Under Threshold	131,500	-	1,000	10,000
Contingency & Emergency Maintenance	53,500	-	-	-
	\$ 915,000	\$ 31,035	\$ 28,650	\$ 394,379
				\$ 342,150

Permit Summary Report (Total Fees Paid)

03/01/2019 TO 03/31/2019

	Total
Building	
Count	63
Total Fees	\$2,931.00
Total Project Cost	2,542,350
Total Square Feet	2,700
Electrical	
Count	8
Total Fees	\$226.00
Total Project Cost	18,000
Total Square Feet	0
Mechanical	
Count	16
Total Fees	\$1,350.00
Total Project Cost	124,565
Total Square Feet	0
Plumbing	
Count	5
Total Fees	\$600.00
Total Project Cost	12,000
Total Square Feet	0
Sign	
Count	1
Total Fees	\$0.00
Total Project Cost	16,500
Total Square Feet	0
Tree Removal	
Count	7
Total Fees	\$0.00
Total Project Cost	0
Total Square Feet	0
Total Count	100
Total Fees	\$5,107.00
Total Project Cost	2,713,415
Total Square Feet	2,700



Pine Knoll Shores Police Department
2019 Monthly Report

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date
Arrests	3	3	10										16
911 Hang Up	12	13	42										67
Alarm Activation	11	4	13										28
Animal Calls	5	1	5										11
Larceny	1	0	0										1
Damage to Property	0	0	1										1
Breaking or Entering	0	0	0										0
Disturbance	0	6	7										13
Assist Fire/EMS	17	17	20										54
Motor Vehicle Collision	0	1	1										2
Mutual Aid Calls	5	14	7										26
Traffic Stops	165	100	220										485
Citations Issued	28	21	57										106
Beach Patrols	3	10	24										37
Business Checks	366	331	366										1063
Foot Patrols	381	390	457										1228
Residence Checks	257	249	274										780
Training Hours	382	284	191										857
V.I.P.S. Hours Worked	70	64	55										189

Citation Breakdown

	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date
Speeding	8	3	10										21
Stop Sign/Stop Light	0	1	5										6
Registration/Inspection	6	4	5										15
License Revoked/Expire	7	3	14										24
Other Traffic Violation	5	4	11										20
Narcotics Violation	0	5	9										14
Alcohol Violation	1	1	2										4
Other Criminal Offense	1	0	1										2

March 2019 Training Report
Pine Knoll Shores Police Department

Type of Training	Hours	Institution	Officer Attending	Date
Drug Recognition Expert	40	DHHS	Sergeant Seitter	3/1 - 3/8/2019
Intox EC/IR II	40	DHHS	Officer Reed	3/4 - 3/8/2019
Brief Mental Health Screener Training	3	Onslow-Carteret Crisis Continuum	Chief Thompson	3/6/2019
Handcuffing and Restraint Policy Review	0.5	Pine Knoll Shores Police Department	Officer Weathers	3/10/2019
Handcuffing and Restraint Policy Review	0.5	Pine Knoll Shores Police Department	Officer Miller	3/10/2019
Handcuffing and Restraint Policy Review	0.5	Pine Knoll Shores Police Department	Officer II Montanino	3/10/2019
Weapon Orientation and Coordination	0.5	Pine Knoll Shores Police Department	Officer Weathers	3/10/2019
Weapon Orientation and Coordination	0.5	Pine Knoll Shores Police Department	Officer Weathers	3/10/2019
Weapon Orientation and Coordination	0.5	Pine Knoll Shores Police Department	Officer II Montanino	3/10/2019
Verbal Judo	16	NC Justice Academy	Officer II Montanino	3/11 - 3/12/2019
Brief Mental Health Screener Training	3	Onslow-Carteret Crisis Continuum	Sergeant Bishop	3/18/2019
Brief Mental Health Screener Training	3	Onslow-Carteret Crisis Continuum	Officer Miller	3/19/2019
Brief Mental Health Screener Training	3	Onslow-Carteret Crisis Continuum	Officer II Montanino	3/19/2019
Active Shooter Training	5	Morehead City Police Department	Officer II Montanino	3/20/2019
Handcuffing and Restraint Policy Review	0.5	Pine Knoll Shores Police Department	Officer O'Connor	3/20/2019
Handcuffing and Restraint Policy Review	0.5	Pine Knoll Shores Police Department	Officer Reed	3/20/2019
Brief Mental Health Screener Training	3	Onslow-Carteret Crisis Continuum	Officer Reed	3/20/2019
Brief Mental Health Screener Training	3	Onslow-Carteret Crisis Continuum	Officer O'Connor	3/21/2019
Weapon Orientation and Coordination	0.5	Pine Knoll Shores Police Department	Officer Reed	3/21/2019
Weapon Orientation and Coordination	0.5	Pine Knoll Shores Police Department	Officer O'Connor	3/21/2019
Brief Mental Health Screener Training	3	Onslow-Carteret Crisis Continuum	Officer Weathers	3/23/2019
Sexual Harassment Prevention	0.5	Pine Knoll Shores Police Department	Sergeant Seitter	3/24/2019
Sexual Harassment Prevention	0.5	Pine Knoll Shores Police Department	Officer II Montanino	3/24/2019
Bloodborne Pathogens	0.5	Pine Knoll Shores Police Department	Sergeant Seitter	3/24/2019
Bloodborne Pathogens	0.5	Pine Knoll Shores Police Department	Officer II Montanino	3/24/2019
Sexual Harassment Prevention for Supervisors	1.5	NCLM	Sergeant Seitter	3/24/2019
NC Property and Evidence Conference	24	NCAPE	Sergeant Bishop	3/25 - 3/27/2019
NC Property and Evidence Conference	24	NCAPE	Officer II Montanino	3/25 - 3/27/2019
Medical and Legal Documentation for EMS	4	Pine Knoll Shores Fire Department	Officer Weathers	3/26/2019
Use of Force Risk Management	8	NC League of Municipalities	Officer II Montanino	3/28/2019
Total	191			



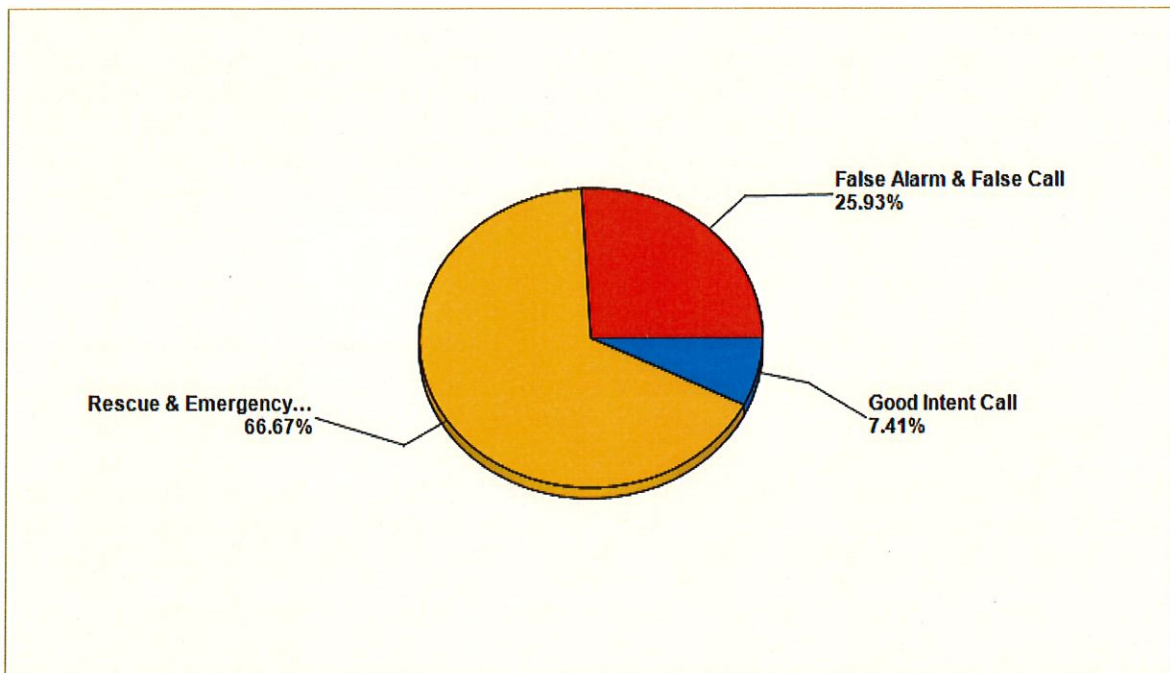
PKSFD END OF MONTH REPORT MARCH 2019 with 2018 comparison -

TRAINING HOURS –

There was 322 hours of training for the month of March 2019

CALLS FOR ASSISTANCE –

March 2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	18	66.67%
Good Intent Call	2	7.41%
False Alarm & False Call	7	25.93%
TOTAL	27	100.00%

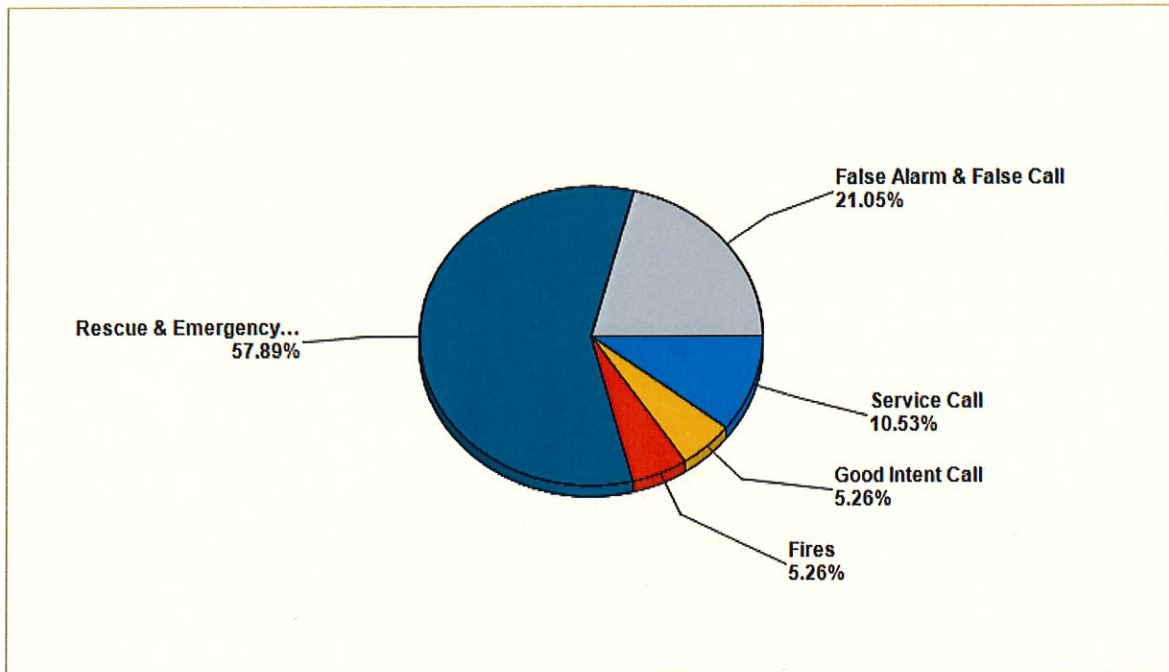
PKSFD END OF MONTH REPORT MARCH 2018

TRAINING HOURS –

In March 2018 there were 546 training hours completed by PKSFD personnel

CALLS FOR ASSISTANCE –

March 2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	5.26%
Rescue & Emergency Medical Service	11	57.89%
Service Call	2	10.53%
Good Intent Call	1	5.26%
False Alarm & False Call	4	21.05%
TOTAL	19	100.00%

Memorandum – Agenda Items VIII.b.

To: Mayor
Commissioners
Town Manager

From: Sarah Williams

Date: April 10, 2019

RE: Commissioner Assignments and 2019 Annual Agenda

Relationship to Strategic Plan

The 2019 Annual Agenda consists of items selected by the Mayor and Commissioners for action this year and has annually recurring actions.

Summary

This is the monthly opportunity for the Mayor and Commissioners to report on their annual agenda items.

Attachment:

2019 Annual Agenda and Commissioner Assignments

Action Needed:

Review/report/update

2019 Annual Agenda

<u>Topic</u>	<u>Party Responsible</u>
BOC Guidance to Planning Bd	Planning Committee (Durham, Goetzinger)
BOC Guidance to Strat Pl Cmt	Knecht/ Goetzinger [Strat Plan Cmt Advocates]
Town Acquisition of Property	Planning Committee (Durham, Goetzinger)
Public Education of Ordinances	Public Safety (Goetzinger, Knecht)
ROW Stormwater (E. end project)	Public Works Committee (Knecht, Edwards)
Broadband	Mayor Jones, Durham
Creation of 5 Year Financial Plan	Finance Committee (Corsello, Edwards)

<u>Mayor and Commissioners'</u>	<u>Committees</u>	<u>Advocacy</u>
Jones	Ex officio all	
Durham	Planning, Administration	PARC, Shoreline
Corsello	Budget/Finance, Administration	BOA
Edwards	Budget/Finance, Pub Works	History, Planning Board, Age-Friendly, CERT
Knecht	Pub Works, Safety/EM	CAC, Police, Strat Pln Cmt
Goetzinger	Planning, Safety/EM	EMS, Fire, Strat Pln Cmt

External Assignments

Beach Commission	Jones/Corsello
ECC	Edwards
County Strategic Plan	Knecht
CCMA	Jones

<u>2019 Ad Hoc Committees</u>	<u>Members</u>	<u>Status</u>
MLP Process Review	Edwards	Ongoing
Stormwater Sub Cmt	Edwards	Ongoing

<u>Annual Projects</u>	<u>Party Responsible</u>	<u>Status</u>
Update Facilities/Evaluate	Public Works	Damage from Florence, ongoing

Updated April 10, 2019

IX. a.

MEMORANDUM – AGENDA ITEM.

**To: Mayor
Commissioners
Town Manager**

From: Julie Anderson, Assistant Town Manager/Finance Director

Date: April 10, 2019

Subject: FY18-19 Budget Amendment

Background:

This budget amendment is necessary to properly account for the following items in the Beach Expense Reserve Fund:

OTHER REVENUES:

- **Insurance Claim Revenue (\$14,000)** – Insurance claim revenue for the beach access repairs related to Hurricane Florence.
- **County/State Contributions to Beach Project (\$213,000)** – Account for the additional County & State contributions to engineering services on the beach project.

APPROPRIATED FUND BALANCE:

- **Appropriated Fund Balance (\$31,000)** – Appropriate additional fund balance for the PKS share of the remaining Moffat & Nichol engineering services for the beach project.

OPERATING EXPENSES:

- **Beach Maintenance (\$14,000)** – Beach access repairs related to Hurricane Florence.

CAPITAL OUTLAY:

- **Capital Outlay (\$244,000)** – Budget for the balance of the remaining Moffat & Nichol engineering services for the beach project.

Attachments:

- 1) Budget Amendment #5

Recommended Action:

- 1) Vote to adopt Budget Amendment #5

TOWN OF PINE KNOLL SHORES
BUDGET AMENDMENT #5
APRIL 10, 2019

Be it ordained by the Board of Commissioners of the Town of Pine Knoll Shores, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019:

BEACH EXPENSE RESERVE FUND

SECTION 1. To amend the Beach Expense Reserve Fund, the Revenues are to be changed as follows:

REVENUES	INCREASE	DECREASE
Other Revenues	\$ 227,000	
Appropriated Fund Balance	31,000	
TOTAL:	\$ 258,000	\$ -

This will result in a net increase of \$258,000 in the Revenues of the Beach Expense Reserve Fund. To provide the appropriation offsets for these amended revenues, the Beach Expense Reserve Fund appropriation estimates are to be changed as follows:

EXPENDITURES	INCREASE	DECREASE
Operating Expenses	\$ 14,000	
Capital Outlay	244,000	
TOTAL:	\$ 258,000	\$ -

SECTION 2. Copies of this Budget Amendment shall be furnished by the Clerk of the Board of Commissioners to the Town Manager/Budget Officer, the Finance Officer, and the Tax Collector for direction in carrying out their duties.

Adopted this 10th day of April, 2019 by a vote of ____ ayes, ____ nays, _____ absent.

Brian J. Kramer, Budget Officer

Ken Jones, Mayor

Memorandum – Agenda Items IX.b.

To: Mayor
Commissioners
Town Manager

From: Sarah Williams

Date: April 10, 2019

RE: Agenda Items for Next Meeting

Relationship to Strategic Plan:
Dependent upon agenda items

Background
This is a standing agenda item to discuss items for the next agenda.

Attachment
None

Action Requested:
Discuss agenda items for next meeting.