



**BOARD OF COMMISSIONERS  
SECOND REGULAR MONTHLY MEETING  
May 25, 2016 - 6:00 p.m.  
Agenda**

- |       |   | Page         |
|-------|---|--------------|
| I.    | <b>Call to Order and Pledge of Allegiance</b> Mayor Jones   |              |
| II.   | <b>Approval of the Agenda</b><br>(Motion to add or delete an item will be entertained prior to approval.)   | 1-2          |
| III.  | <b>Disclosures and Conflicts of Interest</b>  |              |
| IV.   | <b>Announcements</b> Mayor Jones  |              |
|       | a. Next Board Meeting: June 8, 2016, 6 PM   |              |
|       | b. Mayor's Budget Brief: June 1, 2016, 6 PM   |              |
|       | c. Kayak for the Warriors   |              |
|       | 1. 5K Beach Run and Fun Run/Walk: May 28, 9-11 AM, Beacon's Reach   |              |
|       | 2. Reception and Live Auction: June 2, 6 PM, Aquarium   |              |
|       | 3. Kayak/Paddleboard Race: June 4, 10 AM  |              |
|       | d. Visual Preferences Survey in person administration: June 3, 2 PM   |              |
| V.    | <b>*Public Comment</b>  |              |
|       | *(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.   | <b>FY 2016-2017 Budget and Budget Message</b>   |              |
|       | a. Presentation of Budget Message   | Town Manager |
|       | b. Call for Public Hearing: June 8, 2016  | Mayor Jones  |
| VII.  | <b>*Public Comment #2</b>   | Mayor Jones  |
|       | *(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.) |              |
| VIII. | <b>Adjournment</b>  | Mayor Jones  |



# **TOWN OF PINE KNOLL SHORES**

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## **FY 2016-2017 PROPOSED BUDGET**

**May 17, 2016**

# GENERAL FUND

REVENUE DESCRIPTION	BUDGET ORDINANCE FY 15-16	PROPOSED BUDGET FY 16-17
AD VALOREM TAXES	1,781,500	1,767,500
OTHER TAXES & LICENSES	600,500	610,850
UNRESTRICTED INTERGOVERNMENTAL	182,000	207,000
RESTRICTED INTERGOVERNMENTAL	70,600	108,500
PERMITS & FEES	615,550	613,300
INVESTMENT EARNINGS	3,000	1,250
TRANSFERS/APPROPRIATED FB	12,000	192,500
<i>Powell Bill Reserve Funds</i>	0	2,500
<i>Appropriation of Fund Balance</i>	12,000	190,000
OTHER REVENUES	74,850	29,100
<b>TOTAL REVENUES:</b>	<b>3,340,000</b>	<b>3,530,000</b>

EXPENDITURE DETAILS	BUDGET ORDINANCE FY 15-16	PROPOSED BUDGET FY 16-17
GENERAL GOVERNMENT	665,000	690,500
GOVERNING BODY	135,000	121,000
FINANCE & ADMINISTRATION	431,000	473,000
BUILDING INSPECTIONS	99,000	96,500
PUBLIC SAFETY	1,548,000	1,695,500
POLICE	542,000	577,000
EMERGENCY MANAGEMENT	96,000	101,000
FIRE & EMS	910,000	1,017,500
PUBLIC SERVICES	785,000	840,000
PUBLIC PROPERTY & BUILDINGS	328,000	230,000
TRANSPORTATION	68,000	177,000
ENVIRONMENTAL PROTECTION	389,000	433,000
TRANSFER TO POLICE SEPARATION	12,000	4,000
DEBT SERVICE (GENERAL FUND ONLY)	330,000	300,000
<b>TOTAL EXPENSES:</b>	<b>3,340,000</b>	<b>3,530,000</b>

# GENERAL GOVERNMENT

## BUDGET INFORMATION

### EXPENDITURE DETAILS

#### BUDGET ORDINANCE FY 15-16

#### PROPOSED BUDGET FY 16-17

#### GOVERNING BODY

BOARD SALARY, BENEFITS & RETREAT	20,800	22,500
PROFESSIONAL SERVICES	58,000	49,450
SHORELINE	17,000	17,000
DUES & ALLOCATIONS, ETC.	19,600	16,000
SPORTS CENTER HEALTH BENEFITS	10,000	10,000
OTHER GOVERNING EXPENSES	9,600	6,050
<b>TOTAL:</b>	<b>135,000</b>	<b>121,000</b>

#### FINANCE & ADMINISTRATION

SALARY & BENEFITS	284,000	318,200
TRAVEL & TRAINING	9,000	11,500
INSURANCES & DEDUCTIBLE	66,500	71,000
WEB PAGE & COMPUTER AGREEMENTS	19,200	20,500
CONTINGENCY	15,000	0
OTHER ADMINISTRATIVE OPERATING EXPENSES	32,300	32,800
<b>CAPITAL PLAN:</b>		
CAPITAL ASSETS & UNDER THRESHOLD EXPENSES	5,000	19,000
<b>TOTAL:</b>	<b>431,000</b>	<b>473,000</b>

#### INSPECTIONS

SALARY & BENEFITS	90,800	88,600
TRAINING	1,000	1,000
GASOLINE & VEHICLE MAINTENANCE	2,200	2,200
OTHER INSPECTIONS OPERATING EXPENSES	4,000	4,000
<b>CAPITAL PLAN:</b>		
CAPITAL ASSETS & UNDER THRESHOLD EXPENSES	1,000	700
<b>TOTAL:</b>	<b>99,000</b>	<b>96,500</b>

# PUBLIC SAFETY DEPARTMENT

## BUDGET INFORMATION

### EXPENDITURE DETAILS

### BUDGET ORDINANCE FY 15-16

### PROPOSED BUDGET FY 16-17

SALARY & BENEFITS	1,271,500	1,311,300
ACCREDITATION, TRAINING, ETC.	27,000	34,750
MAINTENANCE	37,500	41,500
UTILITIES & GASOLINE	79,400	77,400
VFIS/CODE 3 INSURANCE & DEDUCTIBLE	16,000	18,500
OTHER PUBLIC SAFETY OPERATING EXPENSES	25,400	28,450
<b><i>CAPITAL PLAN:</i></b>		
CAPITAL ASSETS & UNDER THRESHOLD EXPENSES	91,200	183,600
<b>TOTAL:</b>	<b>1,548,000</b>	<b>1,695,500</b>

# PUBLIC SERVICES

## BUDGET INFORMATION

### EXPENDITURE DETAILS

	BUDGET ORDINANCE FY 15-16	PROPOSED BUDGET FY 16-17
SALARY & BENEFITS	116,000	145,250
TRAVEL & TRAINING	800	3,000
MAINTENANCE & PROFESSIONAL SVCS	57,450	55,950
UTILITIES & GASOLINE	50,000	45,650
REFUSE & YARD WASTE COLLECTION	359,000	336,000
STORM CLEAN UP	26,750	26,150
OTHER PUBLIC SERVICES OPERATING EXPENSES	10,000	12,500
<b>POWELL BILL:</b>		
POWELL BILL EXPENSES	47,000	49,500
<b>CAPITAL PLAN:</b>		
CAPITAL ASSETS & UNDER THRESHOLD EXPENSES	118,000	166,000
<b>TOTAL:</b>	<b>\$ 785,000</b>	<b>\$ 840,000</b>

# DEBT SERVICE & TRANSFERS

## BUDGET INFORMATION

### EXPENDITURE DETAILS

### BUDGET ORDINANCE FY 15-16

### PROPOSED BUDGET FY 16-17

BUILDING DEBT - PRINCIPAL & INTEREST	127,000	123,000
FIRE TRUCK DEBT - PRINCIPAL & INTEREST	83,000	83,000
LAND DEBT - PRINCIPAL & INTEREST	14,500	14,500
HVAC DEBT - PRINCIPAL & INTEREST	26,000	0
BRIDGE DEBT - PRINCIPAL & INTEREST	63,500	63,500
EAST END STORMWATER - PRINCIPAL ONLY	16,000	16,000
<b>SUBTOTAL:</b>	<b>330,000</b>	<b>300,000</b>
TRANSFER TO:		
POLICE SEPARATION ALLOWANCE FUND	12,000	4,000
<b>SUBTOTAL:</b>	<b>12,000</b>	<b>4,000</b>
<b>TOTAL:</b>	<b>342,000</b>	<b>304,000</b>

# DEBT SERVICE SCHEDULE

LONG TERM DEBT	LOAN AMOUNT	INT. RATE	PRINCIPAL BALANCE AFTER 15/16	FY 16/17 PAYMENT			FUND BREAKDOWN			PRINCIPAL BALANCE AFTER 16/17	FINAL PAYMENT DATE	
				PRINCIPAL	INTEREST	TOTAL	DATE	GENERAL	BEACH			WATER
FIRE TRUCK - LADDER 06/16/04	\$525 K	4.19%	\$ 90,002	\$ 44,078	\$ 3,771	\$ 47,849	6/16/2017	\$ 47,849		\$ 45,924	6/16/2018	
FIRE TRUCK - PUMPER 09/20/07	\$272 K	4.18%	\$ 32,486	\$ 32,486	\$ 1,358	\$ 33,844	9/20/2016	\$ 33,844		\$ 0	9/20/2016	
HVAC - TOWN HALL 6/3/2011	\$119 K	2.29%	**Paid off in FY15-16**									6/3/2016
KNOLLWOOD 03/10/11	\$456 K	3.58%	\$ 212,617	\$ 45,561	\$ 6,865	\$ 52,426	Monthly	\$ 13,107	\$ 39,320	\$ 167,056	2/10/2021	
MIMOSA BRIDGE 03/19/12	\$400 K	2.29%	\$ 171,428	\$ 57,143	\$ 3,926	\$ 61,069	3/19/2017	\$ 61,069		\$ 114,285	2/14/2019	
EAST END STORMWATER FYE2014	\$315 K	0.00%	\$ 283,853	\$ 15,770		\$ 15,770	5/1/2017	\$ 15,770		\$ 268,083	5/1/2034	
PSB LOAN (REFI) 03/12/14	\$1.2M	2.90%	\$ 1,073,752	\$ 89,479	\$ 31,139	\$ 120,618	12/1/2016	\$ 120,618		\$ 984,272	12/1/2027	
TOTAL:	~\$3.28 M		\$ 1.86 M	\$ 284,517	\$ 47,059	\$ 331,576		\$ 292,257	\$ 39,320	\$ -	\$ 1.58 M	
BONDS												
WATER BOND 06/01/06	\$4 M	4.125%	\$ 3.14 M	\$ 66,000	\$ 137,000	\$ 203,000	6/1/2017		\$ 203,000	\$ 3.01 M	6/1/2045	
TOTAL:	\$4 M		\$ 3.14 M	\$ 130,000	\$ 137,000	\$ 267,000		\$ -	\$ -	\$ 267,000	\$ 3.01 M	

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# GENERAL FUND

# CAPITAL IMPROVEMENT PLAN

## GENERAL FUND CAPITAL PROJECTS

*These items meet or exceed the Capital threshold of \$2,500 per item as set by the Board.*

Department	Capital Expenditure	Funding Source	Total \$	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Finance & Administration	Tax Software - Indian Beach	General Fund	\$ 9,800	\$ 9,800				
	Electronic Personnel Records	General Fund	\$ 5,700	\$ 5,700				
Public Safety								
	Police							
	Fire/EMS							
Public Services								
Transportation								
Environmental Protection								

GENERAL FUND CAPITAL TOTAL:

\$ 340,500	\$ 149,200	\$ 213,000	\$ -	\$ -
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# BEACH FUNDS

## BEACH EXPENSE RESERVE FUND

### REVENUE DESCRIPTION

	BUDGET ORDINANCE FY 15-16	PROPOSED BUDGET FY 16-17
SALES & USE TAX	\$119,500	\$110,000
PARKING FEES	25,450	26,950
STATE GRANT PROCEEDS	0	0
OTHER REVENUES	15,050	50
APPROPRIATED FUND BALANCE	50,000	
<b>TOTAL REVENUES:</b>	<b>\$210,000</b>	<b>\$137,000</b>

### EXPENDITURE DESCRIPTION

BEACH PARKING & MAINTENANCE		
SALARY & BENEFITS (LABOR)	22,750	27,500
OTHER	24,000	17,800
DEBT & LEASE PAYMENTS, ETC.	52,250	50,700
BEACH VEGETATION & STABILIZATION		0
CAPITAL OUTLAY	65,000	0
TRANSFER TO BEACH CAPITAL RESERVE FUND	46,000	41,000
<b>TOTAL EXPENSES:</b>	<b>\$210,000</b>	<b>\$137,000</b>

## BEACH CAPITAL RESERVE FUND

### REVENUE DESCRIPTION

	BUDGET ORDINANCE FY 15-16	PROPOSED BUDGET FY 16-17
BEACH TAX REVENUE - CURRENT YEAR	\$317,800	\$313,000
PRIOR YEAR TAX REVENUE	500	0
INTEREST ON INVESTMENTS	1,700	1,000
TRANSFERS IN	46,000	41,000
<b>TOTAL REVENUES:</b>	<b>\$366,000</b>	<b>\$355,000</b>

### EXPENDITURE DESCRIPTION

BEACH PLAN RESERVE	366,000	355,000
<b>TOTAL EXPENSES:</b>	<b>\$366,000</b>	<b>\$355,000</b>

# WATER ENTERPRISE FUND

REVENUE DESCRIPTION	BUDGET ORDINANCE FY 15-16	PROPOSED BUDGET FY 16-17
<b>CUSTOMER-BASED REVENUES:</b>		
WATER SERVICE	\$ 750,000	\$ 720,000
INTEREST & PENALTIES	10,000	7,000
TAPS, CONNECTIONS & RECONNECTION FEES, MISC.	12,000	13,500
WATER AVAILABILITY FEES	6,000	6,500
<b>OTHER REVENUES:</b>		
INTEREST ON INVESTMENTS	500	500
CELL PHONE TOWER LEASES	53,000	67,500
<b>FUND BALANCE APPROPRIATION:</b>		
RETAINED EARNINGS APPROPRIATED	421,500	
<b>TOTAL REVENUES:</b>	<b>\$ 1,253,000</b>	<b>\$ 815,000</b>
EXPENDITURE DESCRIPTION	BUDGET ORDINANCE FY 15-16	PROPOSED BUDGET FY 16-17
<b>OPERATING EXPENSES:</b>		
SALARY & BENEFITS	\$ 294,800	\$ 209,100
PROFESSIONAL SERVICES & ADMINISTRATION	34,000	43,700
SUPPLIES (CHEMICALS, ETC.)	33,000	35,000
MAINTENANCE	56,100	53,500
UTILITIES & GASOLINE	32,000	32,000
DEBT PAYMENTS	255,000	267,000
OTHER WATER CO. OPERATING EXPENSES	47,600	43,700
<b>SUBTOTAL EXPENSES:</b>	<b>752,500</b>	<b>684,000</b>
<b>CONTINGENCY &amp; EMERGENCY MAINTENANCE:</b>	<b>32,000</b>	<b>19,000</b>
<b>CAPITAL EXPENSES:</b>		
CAPITAL OUTLAY & ASSETS UNDER THRESHOLD	468,500	112,000
<b>TOTAL EXPENSES:</b>	<b>1,253,000</b>	<b>815,000</b>

# WATER ENTERPRISE FUND CAPITAL IMPROVEMENT PLAN

Capital Improvement Project	Total Amount	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
SMART METER - Compound Meter Retrofits	\$ 38,000	\$ 38,000				
Asset Management & System Mapping	\$ 22,000	\$ 22,000				
Bogue Banks Water Interconnect	\$ 50,000	\$ 50,000				
Road Bores	\$ 60,000		\$ 60,000			

## TOTAL WATER FUND IMPACT:

\$ 110,000	\$ 60,000	\$ -	\$ -	\$ -
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# POLICE SEPARATION ALLOWANCE FUND

REVENUE DESCRIPTION	BUDGET ORDINANCE FY 15-16	PROPOSED BUDGET FY 16-17
APPROPRIATED FUND BALANCE	\$990	\$495
INTEREST ON INVESTMENTS	10	5
TRANSFER FROM GENERAL FUND	12,000	4,000
<b>TOTAL REVENUES:</b>	<b>\$13,000</b>	<b>\$4,500</b>

EXPENDITURE DETAILS	BUDGET ORDINANCE FY 15-16	PROPOSED BUDGET FY 16-17
RETIREMENT BENEFITS	\$13,000	\$4,500
<b>TOTAL EXPENSES:</b>	<b>\$13,000</b>	<b>\$4,500</b>

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# KAYAK FOR THE WARRIORS TRUST FUND

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REVENUE DESCRIPTION	PROPOSED BUDGET FY 16-17
KAYAK RACE EVENT REVENUES	\$80,000
TOTAL REVENUES:	<u>\$80,000</u>

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EXPENDITURE DETAILS	PROPOSED BUDGET FY 16-17
KAYAK RACE EVENT EXPENDITURES	\$80,000
TOTAL EXPENSES:	<u>\$80,000</u>