



BOARD OF COMMISSIONERS
FIRST REGULAR MONTHLY MEETING
June 12, 2019 — 6:00 p.m.
Agenda

- I. Call to order and Pledge of Allegiance** **Mayor Jones**
- 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 Jones**
- a. Next Board Meeting: June 26th
 - b. Town Hall will be closed on July 4th in observance of Independence Day
 - c. Independence Day Parade: July 4th at 10 a.m. starting from Garner Park
 - d. July Regular Monthly Board Meeting: July 10th
 - e. Dinner with the Mayor: July 13th
- 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. Presentation(s)**
- a. Bogue Banks Surf Condition Flags **Mayor Jones**
Stephen Rea, Emergency Services Director, Carteret County
- VII. Consent Agenda** **Mayor Jones** (3-4)
- a. Tax Discoveries & Releases
- VIII. Town Manager's Report** **Town Manager** (5-12)
- IX. Public Hearing**
- a. 2019-2020 Budget **Mayor Jones** (13)
- X. Unfinished Business**
- a. 2019-2020 Budget Ordinance **Mayor Jones** (14-20)
Town Manager (14-17)
 - b. Capital Project Budget Ordinance **Town Manager** (18)
 - c. 2019 Annual Agenda and Commissioner Reports **Mayor Jones** (19-20)

XI. New Business

a. FY18-19 Budget Amendment #7

Mayor Jones (21-25)

b. Call for Public Hearing on June 26 - Amendments to Ch. 74 **Town Manager** (24)

c. Agenda Items for the Next Meeting **Mayor Jones** (25)

XII. 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.)

XIII. Closed session in accordance with NCGS 143-318.11(a) (6) to discuss personnel

XIV. Adjournment

Mayor Jones

Memorandum – Agenda Item VII.

**To: Mayor
Commissioners
Town Manager**

From: Julie Anderson

Date: June 6, 2019

RE: Consent Agenda.

Relationship to Strategic Plan:
Varies by Item...

Summary

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

- a) Tax Discoveries & Releases

Attachments:

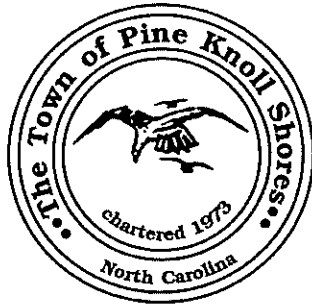
- a) Tax Discoveries & Releases

Note:

Minutes from May 8, 2019 and May 22, 2019 will be approved at the second monthly meeting in June.

Requested action:

Approve the consent agenda



The Town of Pine Knoll Shores

June 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 April 898,685,439
Total valuation as of May 898,628,314

<u>RELEASE NON OCEAN PERSONAL PROPERTY</u>	<u>BILL #</u>	<u>VALUATION</u>		<u>TAX DOLLARS</u>
PARKER, SARAH BETH	2318	15,790	\$	33.63
SCHULZE, MARC ALAN	2362	7,460	\$	15.89
GRAFF, GARY MICHAEL	2106	14,195	\$	30.24
WALSTON, WILLIAM JEFFREY	2467	19,680	\$	41.92

<u>RELEASE NON OCEAN PERSONAL PROPERTY</u>	<u>BILL #</u>	<u>VALUATION</u>		<u>TAX DOLLARS</u>	<u>TAX YEAR</u>
SCHULZE, MARC ALAN	2486	7,890	\$	16.80	2017
WALSTON, WILLIAM JEFFREY	2610	21,240	\$	45.00	2017
SCHULZE, MARC ALAN	2511	8,540	\$	18.19	2016
WALSTON, WILLIAM JEFFREY	2667	24,710	\$	52.63	2016



TOWN OF PINE KNOLL SHORES

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2019

Reporting Period: MAY 1-31, 2019

OUR CASH IN RESERVES

CASH & INVESTMENTS BY FUND

Balances as of month end, in whole dollars

GENERAL FUND	May 2018		May 2019	
Operating	\$ 1,591,513	\$ 1,843,412		
Powell Bill	\$ 131,334	127,495		
Designated Reserves	852,843	612,703		
Zoning & Petty Cash	22,150	28,150		
TOTAL GENERAL FUND	\$ 2,597,840	\$ 2,611,760		
BEACH FUNDS				
	May 2018	May 2019		
Beach Capital Reserve	\$ 2,488,142	\$ 2,946,145		
Beach Expense Reserve	185,482	89,405		
TOTAL BEACH FUNDS	\$ 2,673,624	\$ 3,035,550		
OTHER FUNDS				
	May 2018	May 2019		
Water Enterprise	\$ 853,327	\$ 951,923		
Police Separation	1,709	1,115		
Boat Park	2,104	2,104		
Kayak for Warriors	25,663	50,198		
TOTAL OTHER FUNDS	\$ 882,803	\$ 1,005,341		
GRAND TOTAL-ALL FUNDS	\$ 6,154,266	\$ 6,652,651		

OUR CASH FLOWS

REVENUES & EXPENSES BY FUND

GENERAL FUND	Comparison of FYTD %	
	Prior FYTD %	Current FYTD %
Fiscal Year Budget		
Revenues Fiscal Year to Date	\$ 4,521,436	\$ 5,145,000
Expenses Fiscal Year to Date	\$ 4,527,900	\$ 88,01%
BEACH CAPITAL RESERVE FUND		
Fiscal Year Budget		
Revenues Fiscal Year to Date	\$ 358,177	\$ 411,000
Expenses Fiscal Year to Date	\$ -	\$ 425,000
BEACH EXPENSE RESERVE FUND		
Fiscal Year Budget		
Revenues Fiscal Year to Date	\$ 251,308	\$ 145,000
Expenses Fiscal Year to Date	\$ 297,856	\$ 577,000
WATER ENTERPRISE FUND		
Fiscal Year Budget		
Revenues Fiscal Year to Date	\$ 679,931	\$ 800,000
Expenses Fiscal Year to Date	\$ 471,957	\$ 915,000

SPECIFIC REVENUE COLLECTIONS AT A GLANCE

AD VALOREM PROPERTY TAX		Comparison of FY %	
		Prior FY %	Current FY %
Fiscal Year Budget	\$ 3,279	\$ 1,740,000	\$ 1,765,200
Revenues this Month	\$ 1,767,029	0.05%	0.19%
Revenues FYTD	\$ 314,000	101.25%	100.10%
BEACH PROPERTY TAX			
Fiscal Year Budget	\$ 849	\$ 314,000	\$ 314,000
Revenues this Month	\$ 318,210	0.10%	0.27%
Revenues FYTD	\$ 100.99%	101.34%	
SALES & USE TAX			
Fiscal Year Budget	\$ 660,000	\$ 710,000	\$ 710,000
Revenues this Month	\$ 58,803	7.57%	8.00%
Revenues FYTD	\$ 518,289	70.18%	73.00%
BEACH EXPENSE RESERVE FUND			
Fiscal Year Budget	\$ 10,024	\$ 117,000	\$ 123,000
Revenues this Month	\$ 91,560	7.54%	8.15%
Revenues FYTD	\$ 48,000	69.86%	74.44%
BUILDING PERMIT FEES			
Fiscal Year Budget	\$ 3,070	\$ 55,000	\$ 55,000
Revenues this Month	\$ 47,969	8.96%	5.58%
Revenues FYTD	\$ 138.39%	87.22%	
AMBULANCE TRANSPORT FEES			
Fiscal Year Budget	\$ 6,093	\$ 42,000	\$ 62,500
Revenues this Month	\$ 61,546	11.61%	9.75%
Revenues FYTD	\$ 125.86%	98.47%	
WATER ENTERPRISE FUND CUSTOMER-BASED REVENUES			
Fiscal Year Budget	\$ 54,367	\$ 724,600	\$ 735,000
Prior Month	\$ 561,792	7.24%	7.40%
FYTD (as of prior month)	\$ 75.89%	76.43%	

OUR PROPERTY VALUES

PROPERTY	VALUATION	TAX RATE	TAX LEVY	% COLLECTED
Oceanfront Property	\$ 399,427,312	0.06	\$ 239,656	99.6%
Non-Oceanfront Property	\$ 499,201,002	0.016	\$ 79,872	
Total Town	\$ 898,628,314	0.197	\$ 1,770,298	99.6%

EXPENDITURES AT A GLANCE

GENERAL FUND DEPARTMENTS	Comparison of Expenses		FYTD Expenses	
	2018 Budget	ESTIMATED	ACTUAL	ACTUAL
Administration	\$ 123,000	\$ 7,114	\$ 9,651	\$ 97,057
Police	446,000	27,721	23,309	378,287
Emergency Management	788,500	51,227	55,218	653,307
Fire & EMS	1,311,500	77,459	6,138	92,547
Inspections	185,500	13,847	78,935	1,193,369
Public Property/Buildings	349,000	16,521	17,123	1,620,201
Transportation	118,500	19,678	15,286	299,204
Environmental Protection	1,490,000	14,545	2,542	41,390
Debt Service	228,000	39,323	34,150	1,421,069
	\$ 5,145,000	\$ 274,615	\$ 257,519	\$ 4,618,888
WATER ENTERPRISE FUND				
Water Administration	\$ 375,500	\$ 25,460	\$ 23,269	\$ 328,798
Maintenance	61,500	4,875	875	56,625
Debt Service	293,000	-	-	100,000
Capital Outlay & Assets Under Threshold	131,500	-	-	10,000
Contingency & Emergency Maintenance	53,500	-	-	-
	\$ 915,000	\$ 30,335	\$ 24,144	\$ 495,423



I hereby certify that all information below is true and correct. That all work under this permit shall comply and conform to all Town ordinances, State and Federal laws pertaining thereto, whether specified or not, and in accordance with any plans submitted or required to be submitted regulating building codes and building construction in the Town of Pine Knoll Shores, NC. I further agree to remove all construction debris from the site when completed. And that I am the owner or authorized by the owner to do the work described in this permit.

Permit shall be void if construction authorized by permit shall not have been commenced within (6) months after the date of issuance thereof, or if after commencement of construction, the work shall be discontinued for a period of six (6) months, work shall not be resumed until permit has been renewed.

All final inspections are mandatory before occupancy. All work shall be performed by a licensed contractor in this state. It is unlawful and illegal to occupy any building before final inspection and a certification of occupancy has been issued. All fees are non-refundable after 60 days.

Signature: _____

Date: _____

Permit Summary Report (Total Fees Paid)	
05/01/2019 TO 05/31/2019	
	Total
Building	
Count	59
Total Fees	\$3,684.94
Fees Paid	\$1,855.00
Total Project Cost	1,254,946
Total Square Feet	591
Electrical	
Count	4
Total Fees	\$300.00
Fees Paid	\$225.00
Total Project Cost	8,750
Total Square Feet	0
Fire Inspection	
Count	0
Total Fees	\$0.00
Fees Paid	\$0.00
Total Project Cost	0
Total Square Feet	0
Major Landscape	
Count	0
Total Fees	\$0.00
Fees Paid	\$0.00
Total Project Cost	0
Total Square Feet	0
Mechanical	
Count	20
Total Fees	\$1,875.00
Fees Paid	\$1,200.00
Total Project Cost	136,161
Total Square Feet	0
Minor Landscape	
Count	1
Total Fees	\$0.00
Fees Paid	\$0.00
Total Project Cost	0
Total Square Feet	0
Plumbing	
Count	6
Total Fees	\$450.00
Fees Paid	\$225.00
Total Project Cost	16,700
Total Square Feet	0

6

Sign	
Count	0
Total Fees	\$0.00
Fees Paid	\$0.00
Total Project Cost	0
Total Square Feet	0
Tree Removal	
Count	16
Total Fees	\$0.00
Fees Paid	\$0.00
Total Project Cost	0
Total Square Feet	0
Total Count	106
Total Fees	\$6,309.94
Total Fees Paid	\$3,505.00
Total Project Cost	1,416,557
Total Square Feet	591

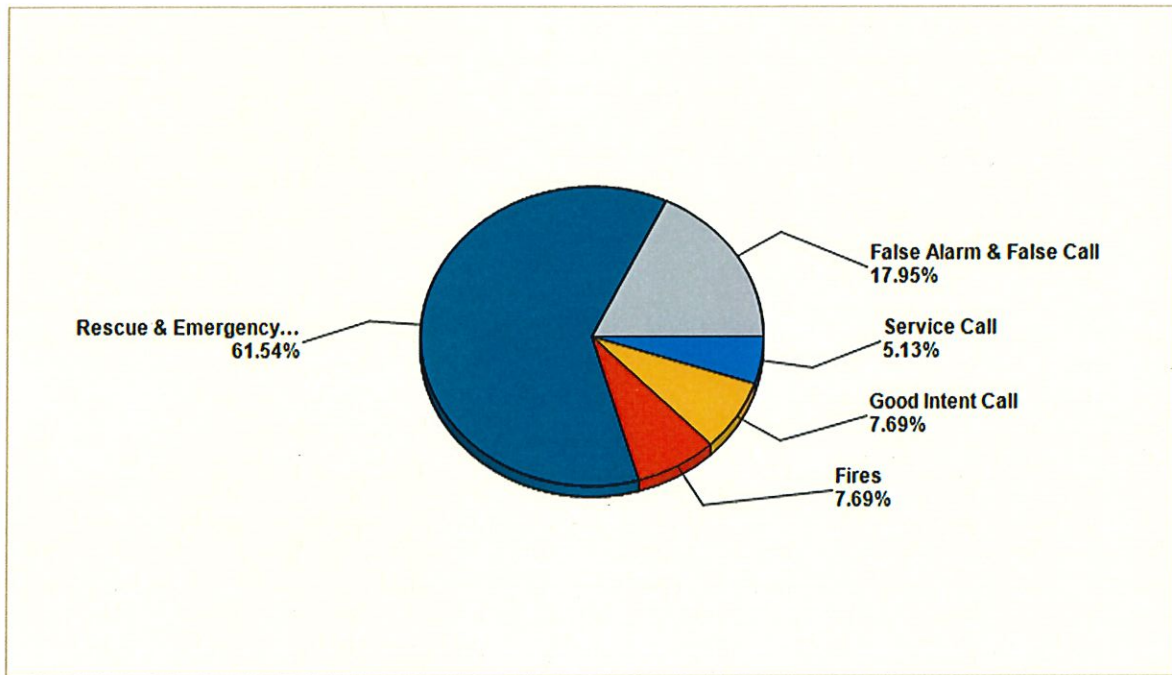
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PKS END OF MONTH REPORT MAY 2019

Training hours for the month of May 2019:

Not Available at the time I created the report May 2019

Calls for service May 2019:



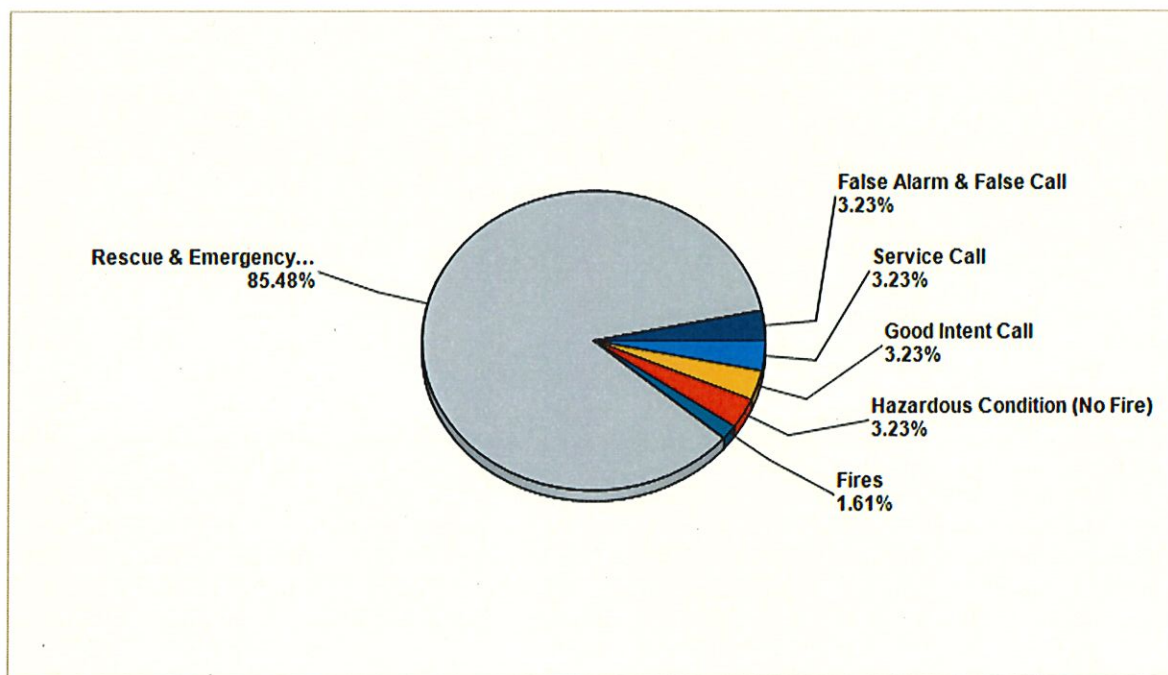
MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	7.69%
Rescue & Emergency Medical Service	24	61.54%
Service Call	2	5.13%
Good Intent Call	3	7.69%
False Alarm & False Call	7	17.95%
TOTAL	39	100.00%

PKS END OF MONTH REPORT MAY 2018

Training hours for the month of May 2018:

There were 305 training hours for the month of May 2018

Calls for service May 2018:



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.61%
Rescue & Emergency Medical Service	53	85.48%
Hazardous Condition (No Fire)	2	3.23%
Service Call	2	3.23%
Good Intent Call	2	3.23%
False Alarm & False Call	2	3.23%
TOTAL	62	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
113 - Cooking fire, confined to container	1	1.61%
321 - EMS call, excluding vehicle accident with injury	33	53.23%
324 - Motor vehicle accident with no injuries.	2	3.23%
340 - Search for lost person, other	1	1.61%
342 - Search for person in water	2	3.23%

353 - Removal of victim(s) from stalled elevator	4	6.45%
364 - Surf rescue	11	17.74%
442 - Overheated motor	1	1.61%
444 - Power line down	1	1.61%
542 - Animal rescue	1	1.61%
554 - Assist invalid	1	1.61%
611 - Dispatched & cancelled en route	1	1.61%
651 - Smoke scare, odor of smoke	1	1.61%
735 - Alarm system sounded due to malfunction	1	1.61%
740 - Unintentional transmission of alarm, other	1	1.61%
TOTAL INCIDENTS:	62	100.00%



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	9	10								35
911 Hang Up	12	13	42	58	49								174
Alarm Activation	11	4	13	12	18								58
Animal Calls	5	1	5	17	5								33
Larceny	1	0	0	2	2								5
Damage to Property	0	0	1	3	0								4
Breaking or Entering	0	0	0	0	1								1
Disturbance	0	6	7	15	13								41
Assist Fire/EWS	17	17	20	22	26								102
Motor Vehicle Collision	0	1	1	2	2								6
Assist Other Agency	5	14	7	9	10								45
Traffic Stops	165	100	220	354	360								1199
Citations Issued	28	21	57	114	84								304
Beach Patrols	3	10	24	29	63								129
Business Checks	366	331	366	346	363								1772
Foot Patrols	381	390	457	486	469								2183
Residence Checks	257	249	274	174	206								1160
Training Hours	382	284	191	111	213								1181
V.I.P.S. Hours Worked	70	64	55	41.5	54								284.5

Citation Charges

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date
Speeding	8	6	13	24	18								69
Stop Sign/Stop Light	0	1	5	10	3								19
Registration/Inspection	8	8	7	14	10								47
License Revoked/Expire	9	8	7	23	12								59
Other Traffic Violation	7	8	12	53	43								123
Drug Violations	0	9	18	10	4								41
Alcohol Violation	1	1	2	1	6								11
Other Criminal Offense	1	0	1	1	0								3

May 2019 Training Report

Pine Knoll Shores Police Department

Type of Training	Hours	Institution	Officer Attending	Date
Standardized Field Sobriety Testing	8	Carteret Community College	Officer Reed	5/1/2019
Standardized Field Sobriety Testing	8	Carteret Community College	Officer Miller	5/1/2019
Juvenile Law	2	NC Justice Academy	Officer Tellefsen	5/2/2019
Radar Training	40	Pitt Community College	Officer Weathers	5/6 - 5/10/2019
Law Enforcement Intelligence Update	2	NC Justice Academy	Officer Tellefsen	5/9/2019
Vehicle Pursuits	0.5	Pine Knoll Shores Police Department	Officer O'Connor	5/11/2019
Vehicle Pursuits	0.5	Pine Knoll Shores Police Department	Officer Reed	5/11/2019
Vehicle Pursuits	0.5	Pine Knoll Shores Police Department	Sgt. Bishop	5/11/2019
Safe and Successful Traffic Stops	0.5	Pine Knoll Shores Police Department	Officer O'Connor	5/11/2019
Safe and Successful Traffic Stops	0.5	Pine Knoll Shores Police Department	Officer Reed	5/11/2019
Safe and Successful Traffic Stops	0.5	Pine Knoll Shores Police Department	Sgt. Bishop	5/11/2019
General Criminal Investigations	40	NC Justice Academy	Sgt. Bishop	5/13 - 5/17/2019
Firearms Training	7.5	Pine Knoll Shores Police Department	Chief Thompson	5/16/2019
Firearms Training	7.5	Pine Knoll Shores Police Department	Sgt. Seitter	5/16/2019
Firearms Training	7.5	Pine Knoll Shores Police Department	Officer Miller	5/16/2019
EMT-B Training	16	Lenior Community College	Sgt. Seitter	5/18 - 5/19/2019
Firearms Training	7.5	Pine Knoll Shores Police Department	Sgt. Bishop	5/28/2019
Firearms Training	7.5	Pine Knoll Shores Police Department	Officer O'Connor	5/28/2019
Firearms Training	7.5	Pine Knoll Shores Police Department	Officer Reed	5/28/2019
Firearms Training	7.5	Pine Knoll Shores Police Department	Officer Weathers	5/28/2019
Firearms Training	7.5	Pine Knoll Shores Police Department	Officer Tellefsen	5/28/2019
ECU Hurricane Conference	8	NC Division of Emergency Management	Chief Thompson	5/29/2019
ECU Hurricane Conference	8	NC Division of Emergency Management	Sgt. Bishop	5/29/2019
Watch for Me NC Pedestrian/Bike Safety Training	8	NC DOT/UNC	Chief Thompson	5/31/2019
Watch for Me NC Pedestrian/Bike Safety Training	8	NC DOT/UNC	Sgt. Bishop	5/31/2019
Duty Gear Familiarization	0.5	Pine Knoll Shores Police Department	Officer Weathers	5/31/2019
Duty Gear Familiarization	0.5	Pine Knoll Shores Police Department	Officer Miller	5/31/2019
Foot Pursuits	0.5	Pine Knoll Shores Police Department	Officer Weathers	5/31/2019
Foot Pursuits	0.5	Pine Knoll Shores Police Department	Officer Miller	5/31/2019
Total	213			

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Memorandum – Agenda Items IX. a. & X. a. & X. b.

**To: Mayor
Commissioners
Town Manager**

From: Julie Anderson, Assistant Town Manager/Finance Director

Date: June 7, 2019

Subject: Public Hearing – FY2019-2020 Budget

Background:

At meetings over the past few months, the Board of Commissioners discussed at length projected revenues, expenses, capital projects, and expenditures in all funds for the FY 2019-2020 budget which by NC General Statute must be adopted prior to July 1, 2019. In accordance with discussions and direction given by the Board at the various budget meetings, Manager Kramer and Finance Director Anderson prepared a balanced budget for FY 2019-2020 which was presented to the Board on May 22, 2019. At that time the Board called for the public hearing to be held on June 12, 2019 at 6:00 p.m. Following the public hearing, the FY 2019-2020 Budget may be adopted.

Attachment:

1. Public Hearing Notice
2. FY 2019-2020 Budget Ordinance

Action Requested:

1. Public Hearing
2. Adoption of FY 2019-2020 Budget Ordinance

TOWN OF PINE KNOLL SHORES

2019-2020

BUDGET ORDINANCE

Be it ordained by the Board of Commissioners of the Town of Pine Knoll Shores, North Carolina, that the following expenditures, revenue and fund balance appropriations are hereby established for the fiscal year beginning July 1, 2019 and ending June 30, 2020 and that;

GENERAL FUND

SECTION 1. The following revenues are estimated to be available in the General Fund for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

REVENUES

Ad Valorem Property Taxes (including auto & interest)	\$1,793,000
Other Taxes & Licenses	751,000
Unrestricted Intergovernmental	217,000
Restricted Intergovernmental	147,000
Permits & Fees	678,000
Investment Earnings	35,000
Transfers/Appropriated Fund Balance	195,000
Other Revenues	164,000

TOTAL GENERAL FUND REVENUES:

\$3,980,000

SECTION 2. The following amounts are hereby appropriated in the General Fund for the operation of town departments, functions and agencies in accordance with the chart of accounts heretofore established for this municipality.

EXPENDITURES

GENERAL GOVERNMENT

Governing Body	\$122,000
Administration	431,000
Planning & Inspections	193,000

PUBLIC SAFETY

Police	743,000
Emergency Management	107,000
Fire/Emergency Medical Services	1,078,000

PUBLIC WORKS

Public Property & Buildings	267,000
Transportation	221,000
Environmental Protection	634,000

DEBT SERVICE & TRANSFERS

184,000

TOTAL GENERAL FUND EXPENDITURES:

\$3,980,000

TOWN OF PINE KNOLL SHORES
2019-2020
BUDGET ORDINANCE

SECTION 3. There is hereby levied an Ad Valorem tax at the rate of 19.7 cents per one hundred dollars (\$100) of assessed valuation of property listed for taxes as of January 1, 2019, for the purpose of raising the revenue listed as Ad Valorem Property Taxes in the General Fund in Section 1 of this Ordinance.

WATER ENTERPRISE FUND

SECTION 4. The following revenues are estimated to be available in the Water Enterprise Fund for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

REVENUES

Water Fees	
(including interest, taps & connections, etc.)	\$741,000
Interest on Investments	14,500
Cell Phone Tower Lease Revenue	79,500
Retained Earnings Appropriated	40,000

TOTAL WATER ENTERPRISE FUND REVENUES:	<u>\$875,000</u>
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SECTION 5. The following amounts are hereby appropriated in the Water Enterprise Fund for the operation of the Town Water System and its activities for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

EXPENDITURES

Operating Expenses	\$704,500
Contingency & Emergency Maintenance	8,000
Capital Outlay & Assets Under Threshold	162,500

TOTAL WATER ENTERPRISE FUND EXPENDITURES:	<u>\$875,000</u>
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BEACH EXPENSE RESERVE FUND

SECTION 6. The following revenues are estimated to be available in the Beach Expense Reserve Fund for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

REVENUES

Sales & Use Tax	\$132,000
Parking Fees	26,000
Other Revenues	2,000

TOTAL BEACH EXPENSE RESERVE FUND REVENUES:	<u>\$160,000</u>
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TOWN OF PINE KNOLL SHORES
2019-2020
BUDGET ORDINANCE

SECTION 7. The following amounts are hereby appropriated in the Beach Expense Reserve Fund for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

EXPENDITURES

Operating Expenses	\$61,000
Capital Outlay	18,000
Transfer to Beach Capital Reserve Fund	81,000

TOTAL BEACH EXPENSE RESERVE FUND EXPENDITURES:	<u>\$160,000</u>
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BEACH CAPITAL RESERVE FUND

SECTION 8. The following revenues are estimated to be available in the Beach Capital Reserve Fund for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

REVENUES

Ad Valorem Property Beach Taxes (incl. auto & interest)	\$317,500
Interest on Investments	36,500
Appropriated Fund Balance	2,600,000
Transfer from Beach Expense Reserve Fund	81,000

TOTAL BEACH CAPITAL RESERVE FUND REVENUES:	<u>\$3,035,000</u>
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SECTION 9. The following amounts are hereby appropriated in the Beach Capital Reserve Fund for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

EXPENDITURES

Beach Plan Reserve	\$435,000
Transfer to Capital Project Fund	2,600,000

TOTAL BEACH CAPITAL RESERVE FUND EXPENDITURES:	<u>\$3,035,000</u>
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SECTION 10. There is hereby levied an Ad Valorem Beach Tax at the rate of 6.0 cents per one hundred dollars (\$100) of assessed valuation on the properties in Municipal Service District 1 (oceanfront) and 1.6 cents per one hundred dollars (\$100) of assessed valuation on the properties in Municipal Service District 2 (non-oceanfront) listed for taxes as of January 1, 2019, for the purpose of raising the revenue listed as Ad Valorem Property Beach Taxes in the Beach Capital Reserve Fund in Section 8 of this Ordinance.

**TOWN OF PINE KNOLL SHORES
2019-2020
BUDGET ORDINANCE**

KAYAK FOR THE WARRIORS TRUST FUND

SECTION 11. The following revenues are estimated to be available in the Kayak for the Warriors Trust Fund for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

REVENUES

Kayak Race Event Revenues	\$80,000
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TOTAL KAYAK FOR THE WARRIORS EVENT REVENUES:	<u><u>\$80,000</u></u>
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SECTION 12. The following amounts are hereby appropriated in the Kayak for the Warriors Trust Fund for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

EXPENDITURES

Kayak Race Event Expenditures	\$80,000
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TOTAL KAYAK FOR THE WARRIORS EVENT EXPENDITURES:	<u><u>\$80,000</u></u>
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SECTION 13. The Finance Officer is hereby authorized to transfer appropriations within a department. With the approval of the Town Manager, the Finance Officer shall be authorized to effect interdepartmental transfers in the same fund, not to exceed 10% of the appropriated monies for the department whose allocation is reduced. Notation of all such transfers shall be made to the Board of Commissioners on the next succeeding Financial Report. Expending of funds from the Contingency line require Board of Commissioners' approval.

SECTION 14. Copies of this Budget Ordinance 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 12th day of June, 2019, by a vote of _____ ayes, _____ nays, _____ absent.

Brian J. Kramer, Budget Officer

Kendall W. Jones, Mayor

**TOWN OF PINE KNOLL SHORES
CAPITAL PROJECT BUDGET ORDINANCE
POST FLORENCE BEACH RENOURISHMENT
JUNE 12, 2019**

Be it ordained by the Board of Commissioners of the Town of Pine Knoll Shores, North Carolina, that pursuant to NCGS 159-13.2, the following Capital Project Ordinance is established for the *Post Florence Beach Renourishment Project*:

CAPITAL PROJECT FUND - POST FLORENCE BEACH RENOURISHMENT

REVENUES

CARTERET COUNTY FUNDING	\$7,500,000
PKS FUNDING	
TRANSFER FROM BEACH CAPITAL RESERVE FUND	<u>2,600,000</u>
	\$10,100,000

EXPENDITURES

BEACH RENOURISHMENT EXPENSES	<u>\$10,100,000</u>
	\$10,100,000

The Town Manager, as Budget Officer, is hereby authorized to transfer funds between line items within this capital project ordinance, however, any net increases or decreases to the total capital project ordinance appropriations shall require a capital project ordinance

Copies of this Capital Project Budget Ordinance shall be filed with the Finance Officer, Budget Officer, and Town Clerk, to be kept on file by them for their direction in the disbursement of Town funds for this project.

Adopted this 12th day of June, 2019 by a vote of ___ ayes, ___ nays, ___ absent.

Brian J. Kramer, Budget Officer

Ken Jones, Mayor

Memorandum – Agenda Items X. c.

**To: Mayor
Commissioners
Town Manager**

From: Sarah Williams

Date: May 8, 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 May 8, 2019

MEMORANDUM – AGENDA ITEM. XI. a.

**To: Mayor
Commissioners
Town Manager**

From: Julie Anderson, Assistant Town Manager/Finance Director

Date: June 7, 2019

Subject: FY18-19 Budget Amendment

Background:

A budget amendment is customary at the end of each fiscal year to account for revenues which have exceeded the original budgeted estimate or will significantly fall short and expenses which have/or are estimated to exceed the original budgeted estimate.

Last month I advised the Board that another amendment may be needed in June for additional adjustments to revenues or expenses based on actual receipts and disbursements. This amendment represents my best estimates to get through to the end of the fiscal year. If necessary we can make additional amendments to the FY 18-19's budget at the July board meeting.

Highlights include:

- Additional General Fund Revenues: Property Taxes, Sales & Use Tax, Franchise & Utility Tax, FEMA Reimbursement & Insurance Claim Revenue, Refund/Reinvestment of \$100,000 CD, decrease of Appropriated Fund Balance, and minor increases/decreases to other revenues.
- Additional General Fund Expenses: Increase Contingency line related to PSB Repair Insurance Claim, Refund/Reinvestment of \$100,000 CD, Increase PSB LP Gas, Increase Fire/EMS Part Time and Overtime Budget as well as Operational Supplies, Budget for the Temporary Building Inspector help, Increase to Yard Waste Collection budget, and decrease Debt budget for the ambulance debt payment that is not due until next FY.
- Beach Funds: Increase Revenues for Property Taxes, Investment Earnings, and Sales & Use Tax. Minor increase to expenses for beach parking and salary/benefits. Increase amount transferred into the Beach Plan Reserve.
- Water Enterprise Fund: Increase Revenues for various water service revenues and for Investment Earnings. Offset with an increase to Operating Expenses primarily in the area of water operational supplies.

Attachments:

- 1) Budget Amendment #7

Recommended Action:

- 1) Vote to adopt Budget Amendment #7

**TOWN OF PINE KNOLL SHORES
BUDGET AMENDMENT #7
JUNE 12, 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:

GENERAL FUND

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

REVENUES	INCREASE	DECREASE
Ad Valorem Property Taxes (including auto & interest)	\$ 6,500	
Other Taxes & Licenses	45,000	
Unrestricted Intergovernmental	9,000	
Restricted Intergovernmental	13,000	
Permits & Fees	99,750	
Investment Earnings	2,000	
Transfers/Appropriated Fund Balance		\$ 91,000
Other Revenues	270,750	
TOTAL:	\$ 446,000	\$ 91,000

This will result in a net increase of \$355,000 in the Revenues of the General Fund. To provide the appropriation offsets for these amended revenues, the General Fund appropriation estimates are to be changed as follows:

EXPENDITURES	INCREASE	DECREASE
GENERAL GOVERNMENT		
Administration	\$ 340,000	
PUBLIC SAFETY		
Police	1,000	
Emergency Management	4,000	
Fire/Emergency Medical Services	16,000	
Planning & Inspections	8,000	
PUBLIC WORKS		
Environmental Protection	14,000	
DEBT SERVICE & TRANSFERS		\$ 28,000
TOTAL:	\$ 383,000	\$ 28,000

BEACH CAPITAL RESERVE FUND

SECTION 2. To amend the Beach Capital Reserve Fund, the Revenues are to be changed as follows:

REVENUES	INCREASE	DECREASE
Ad Valorem Property Taxes	\$ 5,300	
Interest on Investments	34,700	
Transfer from Beach Expense Reserve Fund	11,000	
TOTAL:	\$ 51,000	\$ -

TOWN OF PINE KNOLL SHORES
BUDGET AMENDMENT #7
JUNE 12, 2019

This will result in a net increase of \$51,000 in the Revenues of the Beach Capital Reserve Fund. To provide the appropriation offsets for these amended revenues, the Beach Capital Reserve Fund appropriation estimates are to be changed as follows:

EXPENDITURES	INCREASE	DECREASE
Beach Plan Reserve	\$ 51,000	
TOTAL:	\$ 51,000	\$ -

BEACH EXPENSE RESERVE FUND

SECTION 3. To amend the Beach Expense Reserve Fund, the Revenues are to be changed as follows:

REVENUES	INCREASE	DECREASE
Sales & Use Taxes	\$ 10,000	
Other Revenues	2,000	
TOTAL:	\$ 12,000	\$ -

This will result in a net increase of \$12,000 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	\$ 1,000	
Transfer to Beach Capital Reserve Fund	11,000	
TOTAL:	\$ 12,000	\$ -

WATER ENTERPRISE FUND

SECTION 4. To amend the Water Enterprise Fund, the Revenues are to be changed as follows:

REVENUES	INCREASE	DECREASE
Water Fees	\$ 3,500	
Interest on Investments	9,500	
TOTAL:	\$ 13,000	\$ -

This will result in a net increase of \$13,000 in the Revenues of the Water Enterprise Fund. To provide the appropriation offsets for these amended revenues, the Water Enterprise Fund appropriation estimates are to be changed as follows:

EXPENDITURES	INCREASE	DECREASE
Operating Expenses	\$ 13,000	
TOTAL:	\$ 13,000	\$ -

SECTION 5. Copies of this Budget Amendment shall be furnished by the Town Clerk to the Town Manager/Budget Officer, the Finance Officer, and the Tax Collector for direction in carrying out their duties.

Adopted this 12th day of June, 2019 by a vote of _____ ayes, ___ nays, _____ absent.

Ken Jones, Mayor

Brian J. Kramer, Budget Officer

Agenda Item XI. b.



MEMORANDUM

TO: Mayor Ken Jones and Members of the Board of Commissioners

FROM: Kevin B. Reed, AICP, CZO, CFM, Town Planner/Code Enforcement Officer

DATE: June 12, 2019

SUBJECT: Call for Public Hearing - Proposed Amendments to Chapter 74

A committee comprised of Town staff, Community Appearance Commission (CAC) members, Planning Board members and a Town Commissioner have been working since early this year on potential changes to Chapter 74 of the Town Code. The changes would remove new single-family home construction from the Major Landscape Permit (MLP) process and require anyone wishing to construct a new home to obtain what is known as a Single-Family Landscape Permit (SFLP) prior to construction. This new permitting process would also apply to additions and improvements to existing homes that would, under current town standards, require someone to obtain a MLP.

The proposed amendments to Chapter 74 were reviewed with the Planning Board at its May 28, 2019 meeting. Following its discussion of the proposed amendments, the Planning Board voted to recommend to the Board of Commissioners that the amendments be approved. In addition, the Planning Board adopted a Plan Consistency statement in support of the amendments. The Board of Commissioners is asked at this time to set the required public hearing on the proposed amendments for its June 26, 2019 meeting.

Staff looks forward to discussing this issue with the Board of Commissioners at its June 12, 2019 meeting. Please let me know if you have any questions regarding the foregoing information.

KBR

KBR

Memorandum – Agenda Items XI. c.

**To: Mayor
Commissioners
Town Manager**

From: Julie Anderson

Date: June 6, 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.