



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF MAY 28, 2024
ASSEMBLY HALL**

**PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order.
2. Invocation and Pledge of Allegiance
3. Reports:
 Manager
 Council
4. Motion to Approve Consent Agenda.

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

A. Approval of Village Council Meeting Minutes

- May 14, 2024, Regular Meeting
- May 14, 2024, Work Session
- May 20, 2024, Special Meeting - Budget Workshop

End of Consent Agenda.

5. Quarterly Financial Statements as of March 31, 2024
6. Motion to Recess the Regular Meeting and Enter the Public Hearing.
7. FY 2025 Budget Public Hearing
8. Motion to Adjourn the Public Hearing and Re-Enter the Regular Meeting.
9. Discuss and Consider a Contract for Legal Services for FY 2025
10. Discuss and Consider Ordinance 24-10 Amending the Library Expansion Capital Project Fund Budget
11. Discuss and Consider Resolution 24-22 Amendments to the Service Awards and Retirement Recognitions Policy
12. Other Business.
13. Comments from Attendees.
14. Motion to Adjourn.

Vision: The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.

Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.

Values: Service, Initiative, Teamwork, and Improvement.



APPROVAL OF VILLAGE COUNCIL MEETING MINUTES
ADDITIONAL AGENDA DETAILS:

- May 14, 2024, Regular Meeting
- May 14, 2024, Work Session
- May 20, 2024, Special Meeting - Budget Workshop

ATTACHMENTS:

Description

- ☐ 05.14.2024 Regular Meeting Minutes
- ☐ 05.14.2024 Work Session Minutes
- ☐ 05.20.2024 Special Meeting Minutes - Budget Workshop



**Village Council
Minutes for the Regular Meeting of May 14, 2024
Cannon Park Community Center – Multipurpose Room
210 Rattlesnake Trail
Pinehurst, North Carolina
4:30 p.m.**

The Pinehurst Village Council held a Regular Meeting at 04:30 p.m., Tuesday, May 14, 2024, in the Cannon Park Community Center – Multipurpose Room, 210 Rattlesnake Trail, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. Patrick Pizzella, Mayor
Dr. Jeff Morgan, Councilmember
Ms. Barb Ficklin, Councilmember
Mr. John Taylor, Mayor Pro Tem
Mr. Jack Farrell, Councilmember
Mr. Jeff Sanborn, Village Manager

And approximately 18 attendees in addition to 6 staff and 1 press.

1. Call to Order.

Mayor Pizzella called the Village Council meeting to order at 04:30 p.m.

2. Invocation by Father John Forbes and Pledge of Allegiance by Bridgette Baxter.

3. Reports:

Village Manager

- Mr. Jeff Sanborn, Village Manager, did not have anything to report.

Village Council

- Mayor Pizzella reported on the April 27, 2024, Celebration of the Military Child event; the April 24, 2024, Sandhills Community College Community Listening Forum; the May 03, 2024, Village of Pinehurst US Open Listening Session for Downtown businesses; the May 04, 2024, 2024 Ms. North Carolina Senior America pageant congratulating the winner, Ms. Martha Merman, a Pinehurst resident; Moore County Economic Development Partnership's Quarterly Meeting; the May 10, 2024, Official Opening of the USGA Golf House Pinehurst and World Golf Hall of Fame; the May 13, 2024, meeting with Moore County Municipal Leaders, State Senator McInnis, and State Representatives Moss and Jackson regarding the recently withdrawn section of Senate Bill 166 regarding ETJ authority; the May 20, 2024 Neighborhood Advisory Committee meeting; the May 15, 2024, Sandhills Metropolitan Planning Organization meeting; complemented Staff on doing a good job setting up the Community Center Multipurpose Room for the meeting;

and commented on the high online viewership of the last Council meeting encouraging all residents to make use of technology in keeping up with local government matters.

- Councilmember Morgan reported on the May 04, 2024, 2024 Ms. North Carolina Senior America pageant congratulating the winner, Ms. Martha Merman, a Pinehurst resident, and encouraging other women in the area to participate in the pageant; reported on the May 10, 2024, Official Opening of the USGA Golf House Pinehurst and World Golf Hall of Fame commending Village Staff for their behind the scenes work in helping to bring the USGA facilities to Pinehurst; and reported on the April 26, 2024, Central Pines Regional Council Zoom meeting.
- Councilmember Ficklin reported on the May 07, 2024, of the Gathering Place by the Village Heritage Foundation; the May 06, 2024, Beautification Committee meeting and the work the Committee is doing to landscape and beautify the hillside of Hwy 5 near the train trestle; on submissions for the Warren H. Manning award, which are due by June 10, 2024; on the great work done on the Downtown planters by the Pinehurst Garden Club today, May 14, 2024; and on the Spring Shop Small event.
- Mayor Pro Tem Taylor reported on the May 01, 2024, Technical Coordinating Committee meeting; the May 13, 2024, meeting with Moore County Municipal Leaders, State Senator McInnis, and State Representatives Moss and Jackson regarding the recently withdrawn section of Senate Bill 166 regarding ETJ authority; and the May 20, 2024, Neighborhood Advisory Committee meeting.
- Councilmember Farrell reported on the May 10, 2024, Official Opening of the USGA Golf House Pinehurst and World Golf Hall of Fame; and a recent discussion with the National Parks Service regarding activities in and around the Village.

Mayor Pizzella, also, noted the Wednesday, May 08, 2024, edition of The Pilot contains an article written by Councilmember Farrell about his time as a caddy during the 1962 US Open in Pittsburgh, Pennsylvania.

4. Motion to Approve Consent Agenda.

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

- A. Approval of Village Council Meeting Minutes
 - April 23, 2024, Regular Meeting
 - April 23, 2024, Work Session
- B. Resolution 24-21 Appointing Mr. Jack Farrell as the Village of Pinehurst Voting Representative to the Regional Land Use Advisory Commission (RLUAC)

As requested by Mayor Pro Tem Taylor, Mr. Sanborn provided a brief description and background of the RLUAC and on the decision to appoint Councilmember Farrell as the Village of Pinehurst Voting Representative on this Commission.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved Resolution 24-21 appointing Mr. Jack Farrell as the Village of Pinehurst Voting Representative to the Regional Land Use Advisory Commission (RLUAC) by a vote of 5-0.

RESOLUTION #24-21:

A RESOLUTION REGARDING THE APPOINTMENT OF A VILLAGE OF PINEHURST VOTING REPRESENTATIVE TO THE REGIONAL LAND USE ADVISORY COMMISSION (RLUAC)

WHEREAS, the Fort Liberty Regional Land Use Advisory Commission (RLUAC) was established 30 years ago under NCGS 160A, Article 20, Part 1 (Interlocal Cooperation) and consists of twenty-three units of local government; and

WHEREAS, RLUAC advocates for coordination between local governments and the military regarding compatible growth and environmental sustainability issues; and

WHEREAS, RLUAC is made up of voting members appointed by the Governing Boards of member local governments; and

WHEREAS, RLUAC is led by a 9-member Board of Directors consisting of leaders from some of the twenty-three units of local government and from the military.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 14th day of May 2024 that Councilmember Jack Farrell be appointed as the Regional Land Use Advisory Commission Voting Representative for the Village of Pinehurst.

THIS RESOLUTION passed and adopted this the 14th day of May 2024.

End of Consent Agenda.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved the minutes as listed in the Consent Agenda by a vote of 5-0.

5. Proclamation for National Police Week & Peace Officers' Memorial Day 2024

Mayor Pizzella proclaimed May 15, 2024, to be "Peace Officers' Memorial Day" and the week of May 12-18, 2024, to be "National Police Week" for the Village of Pinehurst.

MAYORAL PROCLAMATION

VILLAGE OF PINEHURST

THAT WHEREAS, the Congress and the President of the United States have designated May 15th as "Peace Officers' Memorial Day" and the week in which May 15th falls as "National Police Week"; and

WHEREAS, the members of the Police Department of the Village of Pinehurst, North Carolina play an essential role in safeguarding the rights and freedoms of Pinehurst; and

WHEREAS, it is important that all citizens know and understand the duties, hazards, responsibilities, and sacrifices of their Police Department; and

WHEREAS, members of our Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Police Department of the Village of Pinehurst unceasingly provide a vital public service.

NOW, THEREFORE, I, Patrick Pizzella, Mayor of the Village of Pinehurst, North Carolina call upon all our citizens, and upon all patriotic civic and educational organizations to observe the week of May 12th through May 18th, 2024, as “Police Week” in the Village of Pinehurst; and with appropriate ceremonies and observances in which all of our citizens may join in commemorating law enforcement officers past and present who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities, and in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

FURTHER, I call upon all citizens of the Village of Pinehurst to observe, May 15th, 2024, as “Peace Officers’ Memorial Day” in honor of those Law Enforcement Officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty; and let us recognize and pay respect to the survivors of our fallen heroes.

IN TESTIMONY WHEREOF, I have hereto set my hand and caused to be affixed the official seal of the Village of Pinehurst in the State of North Carolina this, the 14th day of May 2024.

6. Consider Resolution 24-17 Reappointing Ms. Sonja Rothstein to the Planning & Zoning Board and Board of Adjustment.

Mr. Sanborn provided background on Ms. Rothstein’s service on the Planning & Zoning Board and explained the reasoning behind her reappointment for only a 1-year term.

Upon a motion by Councilmember Ficklin, seconded by Councilmember Farrell, Council unanimously approved Resolution 24-17 Reappointing Ms. Sonja Rothstein to the Planning & Zoning Board and Board of Adjustment by a vote of 5-0.

RESOLUTION #24-17:

A RESOLUTION REGARDING A REAPPOINTMENT TO THE PINEHURST PLANNING & ZONING BOARD AND BOARD OF ADJUSTMENT.

THAT WHEREAS, the Village of Pinehurst has established a Planning & Zoning Board and a Board of Adjustment as required by its Development Ordinance and authorized by North Carolina General Statutes 160D-301 and 160D-302; and

WHEREAS, on the 13th day of March 2012, the Pinehurst Village Council adopted Ordinance #12-10 to amend Chapter 31 of the Pinehurst Municipal Code to combine the Planning & Zoning Board and the Board of Adjustment; and

WHEREAS, the current term of Ms. Sonja Rothstein will expire on June 30th, 2024; and

WHEREAS, Ms. Rothstein and the Village Council of Pinehurst are desirous of her continuing to serve as a member of the Planning & Zoning Board and the Board of Adjustment for an additional 1-year term.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 14th day of May 2024 that the following appointment is hereby made to the Planning & Zoning Board and the Board of Adjustment for the term indicated:

Ms. Sonja Rothstein is reappointed as a member of the Planning & Zoning Board and the Board of Adjustment effective July 01, 2024, to serve at the pleasure of the Council until the end of her term on June 30, 2025.

THIS RESOLUTION passed and adopted this 14th day of May 2024.

7. Consider Resolution 24-18 Reappointing Mr. David Herring to the Historic Preservation Commission.

Mr. Sanborn provided background on Mr. Herring's service on the Historic Preservation Commission.

Mayor Pro Tem Taylor spoke in favor of both Mr. Herring's and Ms. Mathis' reappointments.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved Resolution 24-18 Reappointing Mr. David Herring to the Historic Preservation Commission by a vote of 5-0.

RESOLUTION #24-18:

A RESOLUTION REGARDING A REAPPOINTMENT TO THE HISTORIC PRESERVATION COMMISSION

THAT WHEREAS, the Village of Pinehurst has established an Historic Preservation Commission as authorized by North Carolina General Statutes, Chapter 160D, Article 303; and

WHEREAS, the term of Mr. David Herring will expire on May 31st, 2024; and

WHEREAS, Mr. Herring and the Village Council of Pinehurst are desirous of his continuing to serve as a member of the Historic Preservation Commission for an additional term.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 14th day of May 2024 that the following appointment is hereby made to the Historic Preservation Commission for the term indicated:

Mr. David Herring is reappointed as a member of the Historic Preservation Commission effective June 01, 2024, to serve at the pleasure of the Council until the end of his term on May 31, 2026.

THIS RESOLUTION passed and adopted this 14th day of May 2024.

8. Consider Resolution 24-19 Reappointing Ms. Cara Mathis to the Historic Preservation Commission.

Mr. Sanborn provided background on Ms. Mathis' service on the Historic Preservation Commission.

Upon a motion by Councilmember Farrell, seconded by Councilmember Morgan, Council unanimously approved Resolution 24-19 Reappointing Ms. Cara Mathis to the Historic Preservation Commission by a vote of 5-0.

RESOLUTION #24-19:

A RESOLUTION REGARDING A REAPPOINTMENT TO THE HISTORIC PRESERVATION COMMISSION

THAT WHEREAS, the Village of Pinehurst has established an Historic Preservation Commission as authorized by North Carolina General Statutes, Chapter 160D, Article 303; and

WHEREAS, the term of Ms. Cara Mathis will expire on May 31st, 2024; and

WHEREAS, Ms. Mathis and the Village Council of Pinehurst are desirous of her continuing to serve as a member of the Historic Preservation Commission for an additional term.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 14th day of May 2024 that the following appointment is hereby made to the Historic Preservation Commission for the term indicated:

Ms. Cara Mathis is reappointed as a member of the Historic Preservation Commission effective June 01, 2024, to serve at the pleasure of the Council until the end of her term on May 31, 2026.

THIS RESOLUTION passed and adopted this 14th day of May 2024.

9. Consider Resolution 24-20 Appointing Mr. Joe Iverson to the Historic Preservation Commission.

Mayor Pro Tem Taylor spoke in favor of Mr. Iverson's appointment to the Historic Preservation Commission and noted he had the opportunity to meet with Mr. Iverson.

Mr. Sanborn stated he, along with Mr. Richard Vincent, Historic Preservation Commission Chair, Mr. Alex Cameron, Planning & Inspections Director, interviewed Mr. Iverson as well as a few other candidates for the vacancy and were impressed with Mr. Iverson's interview.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Morgan, Council unanimously approved Resolution 24-20 appointing Mr. Joe Iverson to the Historic Preservation Commission by a vote of 5-0.

RESOLUTION #24-20:

A RESOLUTION REGARDING AN APPOINTMENT TO THE HISTORIC PRESERVATION COMMISSION

WHEREAS, the Village of Pinehurst has established an Historic Preservation Commission as authorized by North Carolina General Statutes, Chapter 160D, Article 303; and

WHEREAS, there is a need to fill a vacancy on the Historic Preservation Commission.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 14th day of May 2024 that the following appointment is hereby made to the Historic Preservation Commission for the term indicated:

Mr. Joe Iverson is appointed as a member of the Historic Preservation Commission, effective May 14, 2024, said term to expire May 31, 2026.

THIS RESOLUTION passed and adopted this the 14th day of May 2024.

10. Approve Document Imaging Contract with MCCi.

Mr. Doug Willardson, Assistant Village Manager, and Mr. Jason Whitaker, Chief Information Officer, discussed document imaging being part of the Five-Year Plan and the benefits of document imaging for the Village (both Staff and Residents) and reviewed the document imaging contract with MCCi.

Upon a motion by Councilmember Morgan, seconded by Councilmember Farrell, Council unanimously approved the Document Imaging Contract with MCCi totaling \$114,305.29 for 1-year from the contract date by a vote of 5-0.

11. Review and Approve Contract Amendment with Oakley Collier Architects for the Given Memorial Library.

Mr. Doug Willardson, Assistant Village Manager, reviewed the updated fee amount and proposed contract amendment and provided an updated timeline on the bidding process and construction of the new library.

Upon a motion by Councilmember Morgan, seconded by Councilmember Farrell, Council unanimously approved the Library Design Agreement amendment with Oakley Collier Architects for the Given Memorial Library to adjust for the additional compensation cost of \$460,900 bringing the total compensation cost to \$600,900 and grant authority to the Village Manager to execute the amendment on behalf of the Village by a vote of 5-0.

Mr. Willardson stated Council will be presented with a preliminary design within the next 1-2 months.

12. Presentation of the GFOA Distinguished Budget Presentation Award.

Mr. Sanborn provided background on the importance of receiving the GFOA Distinguished Budget Presentation Award and the criteria that must be met to be considered for the award.

Mr. Sanborn noted the contributions of Ms. Dana Van Nostrand, Financial Services Director, Ms. Sheila Edmonds, Assistant Financial Services Director, and Mr. Matthew McKirahan, Organizational Performance Director, and formally congratulated and presented Ms. Van Nostrand and Mr. McKirahan with the award.

13. Presentation of the Fiscal Year 2025 Budget and Strategic Operating Plan.

Mr. Sanborn reviewed a draft copy of the Fiscal Year 2025 Budget and Strategic Operating Plan, noted the document is available for the Public to view via the Village's website (vopnc.org), provided an overview of the next steps in the Budget and Strategic Operating Plan adoption process, and asked Council to review the documents provided prior to the May 20, 2024, Special

Meeting – Budget Workshop.

Council and Staff further discussed ways to better disseminate information to the Public.

14. Other Business.

None.

15. Comments from Attendees.

None.

16. Motion to Adjourn.

Upon a motion by Councilmember Morgan, seconded by Councilmember Farrell, Council unanimously approved to adjourn the Regular Meeting by a vote of 5-0 at 06:58 p.m.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

A videotape of this meeting is located on the Village website: www.vopnc.org

Vision: The Village of Pinehurst is a charming, vibrant community, which reflects our rich history and traditions.

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**Village Council
Minutes for the Work Session of May 14, 2024
Cannon Park Community Center – Multipurpose Room
210 Rattlesnake Trail
Pinehurst, North Carolina
4:30 p.m.**

The Pinehurst Village Council held a Work Session Meeting at 07:05 p.m., Tuesday, May 14, 2024, in the Cannon Park Community Center – Multipurpose Room, 210 Rattlesnake Trail, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. Patrick Pizzella, Mayor
Dr. Jeff Morgan, Councilmember
Ms. Barb Ficklin, Councilmember
Mr. John Taylor, Mayor Pro Tem
Mr. Jack Farrell, Councilmember
Mr. Jeff Sanborn, Village Manager

And approximately 3 attendees in addition to 4 staff and 1 press.

1. Call to Order.

Mayor Pizzella called the Village Council meeting to order at 07:05 p.m.

2. Discussion of Village Advisory Boards, Commissions, and Committees.

Mr. Sanborn reviewed a PowerPoint presentation outlining the Staff Liaisons, Chairs, and Terms; Current Council-Appointed Volunteer Terms Lists; Upcoming Reappointments; and Current or Upcoming Vacancies.

Council and Mr. Sanborn discussed the possibility of considering an advisory committee (in some form) for the Library and Archives and Harness Track, the role of the Risk Management Committee, increased membership for the Bicycle and Pedestrian Advisory Committee, additional Extra-Territorial Jurisdiction (ETJ) members for the Planning & Zoning Board and Board of Adjustment, statutory requirements for term limits and membership, recent changes to the appointment policy, how Chairs are selected, and limits to the number of Boards / Commissions / Committees a resident may be a member.

3. Other Business.

Mayor Pro Tem Taylor proposed placing a discussion of code and ordinance enforcement on one of the July 2024 Work Session agendas.

4. Adjournment.

Upon a motion by Councilmember Farrell, seconded by Mayor Pro Tem Taylor, Council unanimously approved to adjourn the Work Session by a vote of 5-0 at 07:38 p.m.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

A videotape of this meeting is located on the Village website: www.vopnc.org

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DRAFT



**Village Council
Minutes for the Special Meeting of May 20, 2024
Fallon Council Conference Room
395 Magnolia Road
Pinehurst, North Carolina
09:00 a.m.**

The Pinehurst Village Council held a Special Meeting at 09:00 a.m., Monday, May 20, 2024, in the Fallon Council Conference Room, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. Patrick Pizzella, Mayor
Dr. Jeff Morgan, Councilmember
Ms. Barb Ficklin, Councilmember
Mr. John Taylor, Mayor Pro Tem
Mr. Jack Farrell, Councilmember
Mr. Jeff Batton, Assistant Village Manager
Mr. Doug Willardson, Assistant Village Manager
Ms. Dana Van Nostrand, Financial Services Director
Mr. Matthew McKirahan, Organizational Performance Director
Ms. Angie Whisnant, Parks and Recreation Director
Mr. Alex Cameron, Planning and Inspections Director
Ms. Audrey Moriarty, Library Services and Archives Director
Mr. Glen Webb, Police Chief
Mr. Dave White, Recreation Superintendent
Ms. Angela Kantor, Human Resources Director
Mr. Carlton Cole, Fire Chief
Mr. Mike Apke, Public Services Director
Mr. Jason Whitaker, Chief Information Officer
Ms. Shannon Konstantinou, Village Clerk

And approximately 3 attendees in addition to 1 press.

1. Call to Order.

Mayor Pizzella called the Village Council meeting to order at 09:02 a.m.

2. Discussion of the Fiscal Year 2025 Strategic Operations Plan (SOP) and Budget

Ms. Dana Van Nostrand, Financial Services Director, and Mr. Matthew McKirahan, Organizational Performance Director, reviewed a draft copy of the Fiscal Year 2025 SOP and Budget.

Council recessed the meeting at 10:11 a.m. for a five-minute break.

Council reconvened the meeting at 10:16 a.m.

Council agreed to continue the meeting passed 12:00 p.m. to complete the review of the documents forgoing the additional Budget Workshop meeting scheduled for tomorrow, May 21, 2024.

Council recessed the meeting at 12:08 p.m. for a five-minute break.

Council reconvened the meeting at 12:15 p.m.

Council and Staff discussed potential future revisions to the SOP; noted language revisions will be made to the Budget in Brief and Budget Message sections; and agreed to language revisions in the General Fund section prior to presentation at the Public Hearing on May 28, 2024, and approval at the Regular Meeting on June 04, 2024.

Ms. Van Nostrand distributed and reviewed a FY 2025-2029 Five-Year Forecast Scenario Results Summary with Council and Staff.

From the FY 2025-2029 Five-Year Forecast Scenario Results Summary, Council unanimously agreed to Purchase Scenario D with the addition of a placeholder for the purchase of a Ladder Truck in FY 2027.

3. Motion to Adjourn.

Upon a motion by Councilmember Farrell, seconded by Mayor Pizzella, Council unanimously approved to adjourn the Special Meeting by a vote of 5-0 at 01:18 p.m.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

*A videotape of this meeting is located on the Village website: www.vopnc.org
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QUARTERLY FINANCIAL STATEMENTS AS OF MARCH 31, 2024
ADDITIONAL AGENDA DETAILS:

FROM:

Dana Van Nostrand

CC:

Jeff Sanborn & Doug Willardson

DATE OF MEMO:

5/14/2024

MEMO DETAILS:

Attached are the financial statements and memo for the nine months ended March 31, 2024.

ATTACHMENTS:

Description

- ☐ FY 2024 Q3 Memo
- ☐ FY 2024 Q3 Financial Statements
- ☐ Quarterly Financial Statements Presentation

Dana Van Nostrand
395 Magnolia Road
Pinehurst, NC 28374
Phone: 910-295-8646
Fax: 910-295-4434
e-mail: dvannostrand@vopnc.org



Memo

To: Village Council
From: Dana Van Nostrand
CC: Jeff Sanborn & Senior Leadership
Date: May 14, 2024
Re: FY 2024 Financial Statements for the Nine Months Ended March 31, 2024

Attached are the quarterly financial statements for the nine months ended March 31, 2024. As we enter the final quarter of the fiscal year, the Village remains in good financial condition. Revenues are on track to meet the forecast and operating expenditures are below budget for the nine months. These results should position us well in carrying out the objectives outlined in the FY 2024 Strategic Operating Plan.

Financial Position:

The Village's General Fund produced \$6 million in net income through March compared to \$9.4 million the prior year. The lower net income in the current year is due mainly to a one-time transfer from the ARPA special revenue fund into the General Fund occurring in the prior year totaling \$5.4 million. Current year revenues are \$2.3 million higher compared to the prior year while total expenditures are \$586 thousand higher than the prior year.

The Village's total cash and investment balances increased by \$2.4 million, or 10%, compared with the previous year, primarily due to an additional tax revenues in FY 2023 and higher investment income in FY 2024. Of the \$26.2 million in cash and investments on March 31, 2024, \$25.9 million, or 99%, was held in the North Carolina Capital Management Trust Government Portfolio. The cash and investments have yielded 5.12% this fiscal year to date. The Village does not have any installment financing debt obligations as of March 31, 2024.

Revenues & Expenditures:

General fund revenues were \$304 thousand, or 1.3%, above the quarterly budget projections including the mid-year amendments. Property tax revenues were \$55 thousand above the quarterly revenue estimate.

Local option sales taxes were \$91 thousand above the quarterly budget. These revenues are received on a lag. The March 31 financial statements include local option sales tax receipts through January 2024. Local option sales taxes actual collections for the first seven months of the year were \$4.3 million and running \$185 thousand over the previous year or 4.5% ahead of previous year's collections. The state-wide increase in sales tax revenues is 1.7% through January 2024.

Investment income was \$184 thousand above the budgeted \$714 thousand for the three quarters of the fiscal year. We expect to continue to see significant investment income over the rest of the fiscal year. During the Federal Reserve May meeting, it was unanimously voted to hold rates steady leaving target rates unchanged at 5.25% to 5.5%.

General fund operating expenditures were \$2.7 million, or 15%, below the quarterly budget overall, which is comparable to prior year amounts at this point in the fiscal year. Salaries and benefits increased \$980 thousand compared to the prior year to date, which is consistent with our expectation that salaries and benefits would increase over \$1 million when developing the FY 2024 budget.

Notable operating expenditure budget-to-actual variances to date are:

- \$1 million in salaries and benefits, including \$357 thousand in the Police department and \$224 thousand in the Fire department due to vacancies and the length of time it takes to hire;
- \$129 thousand in Streets & Grounds contracted services driven by underspending in road patching to date and no action on resurfacing the downtown parking lot;
- \$375 thousand in Powell Bill contracted services driven by the timing of work, receipt and payment of vendor invoices;
- \$127 thousand in Solid Waste due to timing of invoices for landfill fees, solid waste collection contractors, and the Routeware system and fewer cart purchases than planned in the budget to date; and
- \$308 thousand in Planning professional services for the PDO rewrite, multi-modal plan, and STR monitoring.

For capital outlays, \$1.9 million of the \$3.7 million budgeted through March 31 was expended, however the quarterly budget includes the full amount of the \$1.5 million in reappropriations from FY 2023 even though the full amount was not expected to be expended to date. An additional \$713 thousand of the capital budget is encumbered as of March 31, which equates to 71% of the year-to-date budget being spent or encumbered as of March 31. Capital projects planned for FY 2024 are on track.

Financial Outlook:

Growth in the Village's property tax base has slowed significantly as fewer homes and commercial buildings are being constructed due to the increase in interest rates. So far this year, the Village has issued 48 new single-family residential building permits, compared to 23 new permits issued at the same time last year (FY 2023) and 75 the year before that (FY 2022). The goal is 100 new single-family residential permits in FY 2024. There is one major subdivision that is expected to be permitted in FY 2024 that will get us closer to our goal: Pinehurst South Cottages (38 lots).

Other Items:

Through March 2024, the Fair Barn covered 74% of operating expenditures with operating revenues after discounts. This is a decrease over the same quarter last year, in which the Fair Barn covered 84% of operating expenditures with operating revenues. Revenues after discounts were \$14 thousand higher than in the prior year quarter, but operating expenditures were \$49 thousand higher than the prior year. The increase in operating expenditures is driven by an additional \$16 thousand in salary and benefit costs and increases in other operating expenditures, such as cleaning and landscape maintenance services.

The Harness Track covered 42% of its operating expenditures this quarter. This is a 1% decrease below the same quarter last year. Revenues are \$12 thousand less than prior year-to-date and expenditures are \$27 thousand less than prior year due to one-time repairs that were done in FY 2023 in advance of the training season.

Conclusion:

At this point in the fiscal year, the Village is well positioned compared to our forecast and targets. The Village Council and Village managers are to be commended for meeting the Village's financial targets. This positions the Village well for the upcoming adoption of our 5-year Strategic Operating Plan.

Should you have any questions about these quarterly financial statements, please feel free to contact me.

VILLAGE OF PINEHURST



FY 2024

FINANCIAL STATEMENTS

FOR THE NINE MONTHS ENDED
MARCH 31, 2024

**Village of Pinehurst
Financial Statements
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Village of Pinehurst
Combined Balance Sheet - All Fund Types
March 31, 2024

	Governmental Fund Type			Account Groups			
	General Fund	Capital Project Fund	Special Revenue Fund	General Capital Assets	General Long - Term Debt	Totals March 31, 2024	Totals March 31, 2023
ASSETS							
Cash & investments	\$ 24,905,840	\$ 1,329,416	\$ (1,370)	\$ -	\$ -	\$ 26,233,886	\$ 23,797,873
Taxes receivable	43,817	-	-	-	-	43,817	23,057
Grant receivable	-	-	1,096	-	-	1,096	-
Dues receivable	-	-	274	-	-	274	-
Other receivables	284,372	-	-	-	-	284,372	318,432
Lease receivable	27,470	-	-	-	-	27,470	-
Due from other governmental agencies	2,023,886	-	-	-	-	2,023,886	1,765,699
Prepaid items	53,409	-	-	-	-	53,409	31,899
Inventory	47,076	-	-	-	-	47,076	54,233
Capital assets	-	-	-	59,609,560	-	59,609,560	56,131,279
Right to use leased assets	-	-	-	59,977	-	59,977	36,123
Right to use subscription assets	-	-	-	583,135	-	583,135	-
Amounts to be provided for retirement of general long-term debt	-	-	-	-	8,764,999	8,764,999	4,094,901
TOTAL ASSETS	\$ 27,385,870	\$ 1,329,416	\$ -	\$ 60,252,672	\$ 8,764,999	\$ 97,732,957	\$ 86,253,496
LIABILITIES AND FUND EQUITY							
Accounts payable	\$ 1,811	\$ -	\$ -	\$ -	\$ -	\$ 1,811	\$ 1,791
Withholdings & accrued expenses	209,394	-	-	-	-	209,394	256,529
Lease liabilities	-	-	-	-	22,797	22,797	15,248
Subscription liabilities	-	-	-	-	229,968	229,968	-
Accrued vacation	-	-	-	-	941,324	941,324	836,588
Total pension liability (LEO)	-	-	-	-	1,440,370	1,440,370	1,635,856
Net pension liability (LGERS)	-	-	-	-	6,130,540	6,130,540	1,607,209
Deposits	292,856	-	-	-	-	292,856	249,947
Lease revenue - deferred Inflow of resources	25,122	-	-	-	-	25,122	-
Unavailable revenues	439,790	-	-	-	-	439,790	404,098
Total Liabilities	968,973	-	-	-	8,764,999	9,733,972	5,007,266
EQUITY							
Investment in general capital assets	-	-	-	59,609,560	-	59,609,560	56,131,279
Investment in right to use lease assets	-	-	-	59,977	-	59,977	36,123
Investment in right to use subscription assets	-	-	-	583,135	-	583,135	-
Fund Balance:							
Nonspendable:							
Inventory	47,076	-	-	-	-	47,076	54,233
Prepaid items	53,409	-	-	-	-	53,409	31,899
Lease Revenue	2,348	-	-	-	-	2,348	-
Restricted:							
Stabilization by state statute	4,738,460	-	-	-	-	4,738,460	7,309,636
Public safety	13,548	-	-	-	-	13,548	23,219
Transportation	278,039	-	-	-	-	278,039	-
Committed:							
Library and archives	544,777	1,329,416	-	-	-	1,874,193	946,307
Future capital	10,572,049	-	-	-	-	10,572,049	6,942,557
Assigned:							
Designated for expenditures	1,690,773	-	-	-	-	1,690,773	15,371
Unassigned	8,476,418	-	-	-	-	8,476,418	9,755,606
Total equity	26,416,897	1,329,416	-	60,252,672	-	87,998,985	81,246,230
TOTAL LIABILITIES & EQUITY	\$ 27,385,870	\$ 1,329,416	\$ -	\$ 60,252,672	\$ 8,764,999	\$ 97,732,957	\$ 86,253,496

**Village of Pinehurst
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Fiscal Period Ended March 31, 2024**

	Annual Budget as of 03/31/2024	Quarterly Budget as of 03/31/2024	YTD as of 03/31/2024	YTD as of 03/31/2023	Current Year Over (Under) Prior Year	% of 2024 Budget Spent / Received YTD
Revenues						
Ad valorem taxes & penalties	\$ 13,689,000	\$ 13,381,860	\$ 13,437,242	12,089,501	\$ 1,347,741	98.16%
Other taxes and licenses	4,500	3,375	3,540	3,770	(230)	78.67%
Intergovernmental revenues:						
Unrestricted	8,762,900	6,098,910	6,199,825	5,757,792	442,033	70.75%
Restricted	668,287	662,948	662,750	687,410	(24,660)	99.17%
Permits & fees	1,319,300	734,225	737,467	747,391	(9,924)	55.90%
Sales & services	848,100	653,950	678,948	663,689	15,259	80.06%
Other revenues	602,800	499,440	435,639	343,013	92,626	72.27%
Investment earnings	854,100	714,155	897,899	468,705	429,194	105.13%
TOTAL REVENUES	26,748,987	22,748,863	23,053,310	20,761,271	2,292,039	86.18%
Operating Expenditures						
Governing Body	210,000	148,250	113,068	127,317	(14,249)	53.84%
Administration	1,637,523	1,193,578	1,111,950	1,111,047	903	67.90%
Financial Services	892,040	730,227	699,015	656,861	42,154	78.36%
Human Resources	633,860	462,735	388,638	332,763	55,875	61.31%
Police	4,212,136	3,173,013	2,689,853	2,897,983	(208,130)	63.86%
Fire	4,102,697	3,140,684	2,836,047	2,377,342	458,705	69.13%
Inspections	432,480	324,007	297,042	268,034	29,008	68.68%
Public Services Administration	681,955	510,437	447,781	490,719	(42,938)	65.66%
Streets & Grounds	1,806,187	1,346,889	1,140,749	1,007,699	133,050	63.16%
Powell Bill Funds	1,500,100	750,100	374,812	753,772	(378,960)	24.99%
Solid Waste	2,334,340	1,732,838	1,538,863	1,426,871	111,992	65.92%
Recreation	2,369,831	1,772,139	1,567,362	1,416,632	150,730	66.14%
Library	630,297	481,359	399,844	383,259	16,585	63.44%
Harness Track	648,564	487,184	424,246	451,229	(26,983)	65.41%
Fair Barn	409,360	300,915	290,314	241,087	49,227	70.92%
Planning	1,404,140	1,084,597	681,849	713,972	(32,123)	48.56%
Community Development	175,754	139,299	106,466	103,775	2,691	60.58%
Debt Service	314,830	310,055	272,781	9,884	262,897	86.64%
Total Operating Expenditures	24,396,094	18,088,306	15,380,680	14,770,246	610,434	63.05%
Capital Outlay Expenditures						
Administration	152,232	145,208	85,025	20,054	64,971	55.85%
Financial Services	3,300	3,300	-	257	(257)	0.00%
Human Resources	9,900	9,900	-	342	(342)	0.00%
Police	688,318	684,690	377,338	269,326	108,012	54.82%
Fire	150,148	132,767	38,598	341,248	(302,650)	25.71%
Inspections	3,310	3,310	-	24,832	(24,832)	0.00%
Public Services Administration	40,778	39,040	13,568	69,956	(56,388)	33.27%
Streets & Grounds	2,392,822	1,980,322	894,733	387,636	507,097	37.39%
Solid Waste	597,234	342,234	291,476	215,098	76,378	48.80%
Recreation	149,475	94,056	46,650	180,648	(133,998)	31.21%
Library	11,175	9,022	6,454	3,713	2,741	57.75%
Harness Track	208,479	192,616	176,493	226,313	(49,820)	84.66%
Fair Barn	61,945	57,737	12,617	15,720	(3,103)	20.37%
Planning	28,600	28,600	4,771	599	4,172	16.68%
Community Development	1,100	1,100	-	216,286	(216,286)	0.00%
Total Capital Outlay Expenditures	4,498,816	3,723,902	1,947,723	1,972,028	(24,305)	43.29%
TOTAL EXPENDITURES ¹	28,894,910	21,812,208	17,328,403	16,742,274	586,129	59.97%
REVENUES OVER (UNDER) EXPENDITURES	(2,145,923)	936,655	5,724,907	4,018,997	1,705,910	

**Village of Pinehurst
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Fiscal Period Ended March 31, 2024**

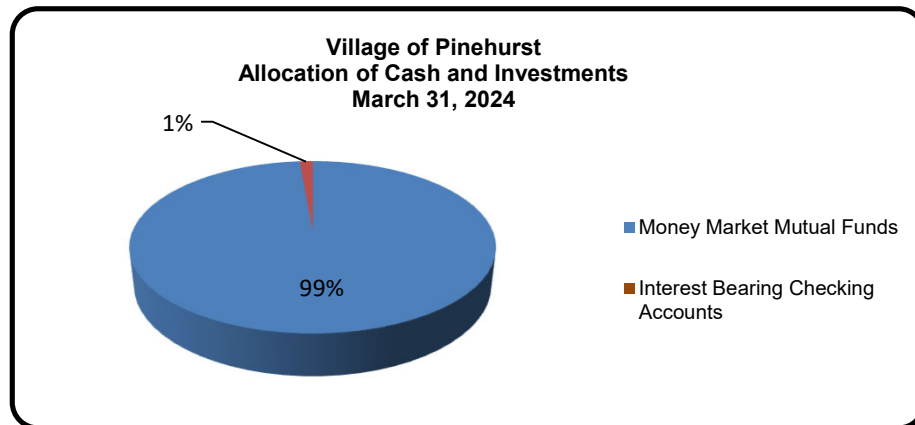
	Annual Budget as of 03/31/2024	Quarterly Budget as of 03/31/2024	YTD as of 03/31/2024	YTD as of 03/31/2023	Current Year Over (Under) Prior Year	% of 2024 Budget Spent / Received YTD
Other Financing Sources (Uses)						
Operating transfers in	\$ -	\$ -	\$ -	\$ 5,405,038	\$ (5,405,038)	#DIV/0!
Operating transfers out	(80,000)	-	-	-	-	0.00%
Sales of capital assets	310,000	305,000	306,072	13,304	292,768	98.73%
Lease liabilities issued	25,100	25,100	23,854	-	23,854	95.04%
Subscription liabilities issued	200,050	200,050	-	-	-	0.00%
Total Other Fin. Sources (Uses)	<u>455,150</u>	<u>530,150</u>	<u>329,926</u>	<u>5,418,342</u>	<u>(5,088,416)</u>	72.49%
REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXP AND OTHER FINANCING USES	(1,690,773)	1,466,805	6,054,833	9,437,339	(3,382,506)	
Appropriated Fund Balance	<u>1,690,773</u>	<u>1,090,673</u>	<u>-</u>	<u>-</u>	<u>-</u>	
NET CHANGE IN FUND BALANCE	<u>\$ -</u>	<u>\$ 376,132</u>	<u>6,054,833</u>	<u>\$ 9,437,339</u>	<u>\$ (3,382,506)</u>	
FUND BALANCE, JULY 1			<u>20,362,064</u>			
FUND BALANCE, JUNE 30 ^z			<u>\$ 26,416,897</u>			
			YTD as of 03/31/2024	% of Total Expenditures		
¹ Total Expenditures by Type						
Salaries & Benefits			\$ 10,411,507	60%		
Operating			4,969,175	29%		
Capital			1,947,721	11%		
Total Expenditures by Type			<u>\$ 17,328,403</u>	<u>100%</u>		
^z Fund Balance as a % of Budgeted Expenditures						
Fund Balance, March 31, 2023			\$ 26,416,897			
Annual Budgeted Expenditures			28,894,910			
Fund balance as a % of Budgeted Expenditures			91%			

**Village of Pinehurst
Schedule of Cash and Investments
March 31, 2024**

Investment	Bond/Bank Ratings	Purchase Date	Maturity Date	Cost
Money Market Mutual Funds				
North Carolina Capital Management Trust - Government Portfolio	AAAm (S&P)			\$ 25,874,605
Interest Bearing Checking Accounts				
PNC Bank Operating				358,331
Petty Cash				<u>950</u>
Total Cash and Investments				<u><u>\$ 26,233,886</u></u>
Total Cash and Investments (same quarter previous year)				<u><u>\$ 23,797,873</u></u>

Summary of Cash and Investments

Money Market Mutual Funds	\$ 25,874,605
Interest Bearing Checking Accounts	358,331
Petty Cash	<u>950</u>
	<u><u>\$ 26,233,886</u></u>



**Village of Pinehurst
Investment Yield Summary**

	FY 2023			FY 2024		
	Cash Balance	Investment Earnings	Investment Yield*	Cash Balance	Investment Earnings	Investment Yield*
July	\$ 16,142,428	\$ 20,950	1.50%	\$ 18,862,993	\$ 82,712	5.11%
August	18,973,465	32,919	2.28%	18,083,921	80,448	5.30%
September	25,636,101	42,371	2.31%	27,662,154	90,544	4.82%
October	25,909,852	63,212	2.98%	26,873,392	119,915	5.35%
November	25,233,554	73,093	3.48%	26,537,765	113,659	5.18%
December	25,143,347	81,478	3.94%	26,694,818	116,117	5.31%
January	25,393,383	89,022	4.29%	27,218,380	117,216	5.29%
February	25,371,186	84,979	4.07%	27,061,950	110,247	4.94%
March	23,797,873	94,462	4.67%	26,233,886	117,202	5.35%
April	22,095,420	89,183	4.73%	-	-	-
May	21,434,430	90,696	5.07%	-	-	-
June	20,531,499	84,464	4.90%	-	-	-
Average	<u>\$ 22,971,878</u>	<u>\$ 846,829</u>	3.69%	<u>\$ 25,025,473</u>	<u>\$ 948,060</u>	5.12%

* Investment yield is annualized and presented on an accrual basis.

Village of Pinehurst
Schedule of Budget Amendments - General Fund
For the Fiscal Period Ended March 31, 2023

	Original FY 2024 Budget	Amended * Qtr Ended 9/30/2023	Amended Qtr Ended 12/31/2023	Amended Qtr Ended 3/31/2024	Amended Qtr Ended 6/30/2024	Total Amendments	Amended FY 2024 Budget
REVENUES							
Ad valorem taxes	\$ 13,639,000	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 13,689,000
Other taxes and licenses	4,500	-	-	-	-	-	4,500
Unrestricted Intergov't Revenues	8,762,900	-	-	-	-	-	8,762,900
Restricted Intergov't Revenues	599,500	2,203	-	66,584	-	68,787	668,287
Permits & Fees	1,290,300	-	-	29,000	-	29,000	1,319,300
Sales & Services	853,100	-	-	(5,000)	-	(5,000)	848,100
Other Revenues	516,800	-	-	396,000	-	396,000	912,800
Investment Income	640,100	-	-	214,000	-	214,000	854,100
Other Financing Sources	25,100	-	-	200,050	-	200,050	225,150
Appropriated Fund Balance	600,100	2,051,257	-	(960,584)	-	1,090,673	1,690,773
TOTAL REVENUES	\$ 26,931,400	\$ 2,053,460	\$ -	\$ (9,950)	\$ -	\$ 2,043,510	\$ 28,974,910
OPERATING EXPENDITURES							
Governing Body	253,000	-	-	(43,000)	-	(43,000)	210,000
Administration	1,696,380	(20,790)	(3,500)	(34,567)	-	(58,857)	1,637,523
Financial Services	900,620	(8,580)	-	-	-	(8,580)	892,040
Human Resources	696,660	(12,800)	-	(50,000)	-	(62,800)	633,860
Police	4,227,810	(7,904)	(2,270)	(5,500)	-	(15,674)	4,212,136
Fire	4,023,730	98,967	-	(20,000)	-	78,967	4,102,697
Inspections	434,310	(1,830)	-	-	-	(1,830)	432,480
Public Services Administration	679,190	2,765	-	-	-	2,765	681,955
Streets & Grounds	1,833,210	27,477	-	(54,500)	-	(27,023)	1,806,187
Powell Bill	1,500,100	-	-	-	-	-	1,500,100
Solid Waste	2,346,020	(1,830)	-	(9,850)	-	(11,680)	2,334,340
Planning	1,255,690	148,450	-	-	-	148,450	1,404,140
Community Development	165,720	2,034	-	8,000	-	10,034	175,754
Recreation	2,331,080	32,253	(502)	7,000	-	38,751	2,369,831
Library	624,260	4,037	-	2,000	-	6,037	630,297
Harness Track	638,940	23,624	-	(14,000)	-	9,624	648,564
Fair Barn	421,080	(1,220)	(500)	(10,000)	-	(11,720)	409,360
Debt Service	19,100	146,870	-	148,860	-	295,730	314,830
Other Financing Uses	80,000	-	-	-	-	-	80,000
Total Operating Expenditures	24,126,900	431,523	(6,772)	(75,557)	-	349,194	24,476,094
CAPITAL EXPENDITURES							
Administration	70,905	30,890	3,500	46,937	-	81,327	152,232
Financial Services	3,300	-	-	-	-	-	3,300
Human Resources	9,900	-	-	-	-	-	9,900
Police	517,737	162,981	2,270	5,330	-	170,581	688,318
Fire	127,494	22,654	-	-	-	22,654	150,148
Inspections	3,310	-	-	-	-	-	3,310
Public Services Administration	15,778	25,000	-	-	-	25,000	40,778
Streets & Grounds	1,264,580	1,128,242	-	-	-	1,128,242	2,392,822
Solid Waste	349,690	234,204	-	13,340	-	247,544	597,234
Planning	28,600	-	-	-	-	-	28,600
Community Development	1,100	-	-	-	-	-	1,100
Recreation	108,473	40,500	502	-	-	41,002	149,475
Library	11,175	-	-	-	-	-	11,175
Harness Track	231,013	(22,534)	-	-	-	(22,534)	208,479
Fair Barn	61,445	-	500	-	-	500	61,945
Total Capital Expenditures	\$ 2,804,500	\$ 1,621,937	\$ 6,772	\$ 65,607	\$ -	\$ 1,694,316	\$ 4,498,816
TOTAL EXPENDITURES	\$ 26,931,400	\$ 2,053,460	\$ -	\$ (9,950)	\$ -	\$ 2,043,510	\$ 28,974,910
Less reappropriation amendment from FY 2023		(1,940,660)				(1,940,660)	(1,940,660)
Amendments excluding reappropriations	\$ 112,800	\$ -	\$ (9,950)	\$ -	\$ -	\$ 102,850	\$ 27,034,250
Amended Budget as a % of Original Budget		100.4%	100.4%	100.4%			

* Includes \$1,940,660 that was reappropriated from FY 2023.

Amended Budget as a % of Original Budget is not inclusive of reappropriated amounts from FY 2023.

Village of Pinehurst
Schedule of Fair Barn Revenues and Expenditures
For the Fiscal Period Ended March 31, 2024

	Annual Budget as of 3/31/2024	Quarterly Budget as of 3/31/2024	Actual 3/31/2024	YTD as of 3/31/2023	Current Year Over (Under) Prior Year	% of 2024 Budget Spent / Received YTD
<u>Fair Barn</u>						
Revenues	\$ 282,500	\$ 207,500	\$ 310,627	\$ 284,642	\$ 25,985	109.96%
Expenditures						
Operating	409,360	300,915	290,314	241,087	49,227	70.92%
Capital	61,945	57,737	12,617	15,720	(3,103)	20.37%
	<u>471,305</u>	<u>358,652</u>	<u>302,931</u>	<u>256,807</u>	<u>46,124</u>	<u>64.27%</u>
Net <u>Before</u> Discounts	<u>(188,805)</u>	<u>(151,152)</u>	<u>7,696</u>	<u>27,835</u>	<u>(20,139)</u>	<u>-4.08%</u>
Event Revenue Discounts			(95,202)	(82,783)	(12,419)	
Net <u>After</u> Discounts	<u>\$ (188,805)</u>	<u>\$ (151,152)</u>	<u>\$ (87,506)</u>	<u>\$ (54,948)</u>	<u>\$ (32,558)</u>	<u>46.35%</u>
Operating Revenues as a % of Operating Expenditures - Before Discounts	69%	69%	107%	118%		
Operating Revenues as a % of Operating Expenditures - After Discounts	69%	69%	74%	84%		
Target			95%			

Village of Pinehurst
Schedule of Harness Track Revenues and Expenditures
For the Fiscal Period Ended March 31, 2024

	Annual Budget as of 3/31/2024	Quarterly Budget as of 3/31/2024	Actual 3/31/2024	YTD as of 3/31/2023	Current Year Over (Under) Prior Year	% of 2024 Budget Spent / Received YTD
<u>Harness Track</u>						
Revenues	\$ 204,900	\$ 185,675	\$ 179,823	\$ 192,004	\$ (12,181)	87.76%
Expenditures						
Operating	648,564	487,184	424,246	451,229	(26,983)	65.41%
Capital	208,479	192,616	176,493	226,313	(49,820)	84.66%
	<u>857,043</u>	<u>679,800</u>	<u>600,739</u>	<u>677,542</u>	<u>(76,803)</u>	<u>70.09%</u>
Net <u>Before</u> Discounts	<u>(652,143)</u>	<u>(494,125)</u>	<u>(420,916)</u>	<u>(485,538)</u>	<u>64,622</u>	<u>64.54%</u>
Event Revenue Discounts			-	-	-	
Net <u>After</u> Discounts	<u>\$ (652,143)</u>	<u>\$ (494,125)</u>	<u>\$ (420,916)</u>	<u>\$ (485,538)</u>	<u>\$ 64,622</u>	<u>64.54%</u>
Operating Revenues as a % of Operating Expenditures - Before Discounts	32%	38%	42%	43%		
Operating Revenues as a % of Operating Expenditures - After Discounts	32%	38%	42%	43%		
Target			47%			

Village of Pinehurst
Library Expansion Capital Project Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
From Inception and for the Fiscal Period Ended March 31, 2023

	Project Budget	Prior Years	Actual Current Year	Total To Date
Revenues				
Investment earnings	\$ 20,000	\$ 23,330	\$ 50,161	\$ 73,491
TOTAL REVENUES	<u>20,000</u>	<u>23,330</u>	<u>50,161</u>	<u>73,491</u>
Expenditures				
Design costs	400,500	21,775	122,300	144,075
Construction costs	<u>1,019,500</u>	<u>-</u>	<u>122,300</u>	<u>-</u>
TOTAL EXPENDITURES	<u>1,420,000</u>	<u>21,775</u>	<u>122,300</u>	<u>144,075</u>
REVENUES OVER (UNDER) EXPENDITURES	<u>(1,400,000)</u>	<u>1,555</u>	<u>(72,139)</u>	<u>(70,584)</u>
Other Financing Sources (Uses)				
Transfer from General Fund	<u>1,400,000</u>	<u>1,400,000</u>	<u>-</u>	<u>1,400,000</u>
TOTAL OTHER FIN. SOURCES (USES)	<u>1,400,000</u>	<u>1,400,000</u>	<u>-</u>	<u>1,400,000</u>
NET CHANGE IN FUND BALANCE	<u>\$ -</u>	<u>\$ 1,401,555</u>	<u>(72,139)</u>	<u>\$ 1,329,416</u>
FUND BALANCE, JULY 1			<u>1,401,555</u>	
FUND BALANCE, JUNE 30			<u>\$ 1,329,416</u>	

Village of Pinehurst
SMPO Special Revenue Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Fiscal Period Ended March 31, 2024

	<u>Annual Budget 03/31/2024</u>	<u>Quarterly Budget as of 03/31/2024</u>	<u>YTD as of 03/31/2024</u>
Revenues			
Restricted intergovernmental:			
Grant revenue	\$ 80,000	\$ 1,096	\$ 1,096
Dues	20,000	\$ 274	\$ 274
	<u>100,000</u>	<u>1,370</u>	<u>1,370</u>
TOTAL REVENUES	100,000	1,370	1,370
Expenditures			
Salaries & benefits	16,400	-	-
Operating	83,600	1,370	1,370
	<u>100,000</u>	<u>1,370</u>	<u>1,370</u>
TOTAL EXPENDITURES	100,000	1,370	1,370
REVENUES OVER (UNDER) EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
FUND BALANCE, JULY 1			<u>-</u>
FUND BALANCE, JUNE 30			<u>\$ -</u>

Village of Pinehurst
Schedule of Capital Outlay by Function and Activity - General Fund
For the Fiscal Period Ended March 31, 2023

	Annual Budget	YTD Budget	YTD Expenditures	Remaining Balance
<u>Land</u>				
Administration	\$ 6,000	\$ 6,000	\$ -	\$ 6,000
Public Services Administration	25,000	25,000	3,589	21,411
Streets & Grounds	328,667	303,667	113,280	215,387
Recreation	40,500	40,500	5,659	34,841
Harness Track	95,905	80,905	88,812	7,093
	496,072	456,072	211,340	284,732
<u>Buildings and Grounds</u>				
Administration	71,457	71,457	60,969	10,488
Fire	22,455	22,455	9,346	13,109
Harness Track	81,336	81,336	70,468	10,868
Fair Barn	38,000	38,000	-	38,000
	213,248	213,248	140,783	72,465
<u>Equipment and Furniture</u>				
Administration	24,943	24,943	14,958	9,985
Financial Services	3,300	3,300	-	3,300
Human Resources	9,900	9,900	-	9,900
Police	267,869	267,869	170,778	97,091
Fire	119,603	104,603	22,413	97,190
Inspections	3,310	3,310	-	3,310
Public Services Administration	9,379	9,379	3,700	5,679
Streets & Grounds	14,580	14,580	2,511	12,069
Solid Waste	10,390	10,390	-	10,390
Library	9,194	9,194	4,585	4,609
Recreation	99,189	49,189	31,515	67,674
Harness Track	28,065	28,065	14,219	13,846
Fair Barn	20,074	20,074	8,963	11,111
Planning	23,800	23,800	-	23,800
Community Development	1,100	1,100	-	1,100
	644,696	579,696	273,642	371,054
<u>Vehicles</u>				
Administration	6,462	(562)	6,098	364
Police	269,309	265,681	201,789	67,520
Fire	2,190	(191)	2,068	122
Public Services Administration	1,599	(139)	1,508	91
Streets & Grounds	110,000	110,000	108,404	1,596
Solid Waste	549,204	294,204	267,176	282,028
Library	1,981	(172)	1,869	112
Recreation	4,986	(433)	4,705	281
Harness Track	3,173	2,310	2,994	179
Fair Barn	3,871	(337)	3,654	217
	952,775	670,361	600,265	352,510
<u>Infrastructure</u>				
Streets & Grounds	1,939,575	1,552,075	670,538	1,269,037
	1,939,575	1,552,075	670,538	1,269,037
<u>Right to Use Assets</u>				
Administration	43,370	43,370	3,000	40,370
Police	151,140	151,140	4,771	146,369
Fire	5,900	5,900	4,771	1,129
Public Services Administration	4,800	4,800	4,771	29
Solid Waste	37,640	37,640	24,300	13,340
Recreation	4,800	4,800	4,771	29
Planning	4,800	4,800	4,771	29
	252,450	252,450	51,155	201,295
Total	\$ 4,498,816	\$ 3,723,902	\$ 1,947,723	\$ 2,551,093

% of YTD Capital Outlay Budget Expended

52.30%

Note: This Schedule includes Fleet Maintenance, Buildings & Grounds and Information Technology Capital Outlays allocated to the respective departments. Any overexpenditure of budget is covered by available budget in other line items within that department's appropriation.

Village of Pinehurst
Schedule of Ad Valorem Property Tax Collections
For the Fiscal Period Ended March 31, 2024

Real and Personal

Tax Year	For the Fiscal Period Ended March 31, 2024			For the Fiscal Period Ended March 31, 2023		
	Budgeted Collections	Gross Collections	% Collected Through 03/31/2024	Budgeted Collections	Gross Collections	% Collected Through 03/31/2023
Third Prior Year	\$ -	\$ 1,246	100.00%	\$ -	\$ 2,987	100.00%
Second Prior Year	-	1,830	100.00%	-	1,539	100.00%
First Prior Year	5,000	5,645	112.90%	5,000	6,187	123.74%
Current Year	12,884,000	12,855,921	99.78%	11,347,000	11,396,425	100.44%
	<u>\$ 12,889,000</u>	<u>\$ 12,864,642</u>	<u>99.81%</u>	<u>\$ 11,352,000</u>	<u>\$ 11,407,138</u>	<u>100.49%</u>

Motor Vehicles

Tax Year	For the Fiscal Period Ended March 31, 2024			For the Fiscal Period Ended March 31, 2023		
	Budgeted Collections	Gross Collections	% Collected Through 03/31/2024	Budgeted Collections	Gross Collections	% Collected Through 03/31/2023
Third Prior Year	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Second Prior Year	-	-	0.00%	-	-	0.00%
First Prior Year	-	-	0.00%	-	-	0.00%
Current Year	800,000	573,854	71.73%	910,000	685,662	75.35%
	<u>\$ 800,000</u>	<u>\$ 573,854</u>	<u>71.73%</u>	<u>\$ 910,000</u>	<u>\$ 685,662</u>	<u>75.35%</u>
Refunds/Reliefs	-	(10,629)	0.00%	-	(6,717)	0.00%
Tax Interest	-	9,374	0.00%	-	3,575	0.00%
TOTAL	<u>\$ 13,689,000</u>	<u>\$ 13,437,241</u>	<u>98.16%</u>	<u>\$ 12,262,000</u>	<u>\$ 12,089,658</u>	<u>98.59%</u>

Village of Pinehurst
Schedule of Ad Valorem Property Tax Levy
For the Fiscal Period Ended March 31, 2024

Property Valuation				
	For the Fiscal Period Ended March 31, 2024	For the Fiscal Period Ended March 31, 2023	Dollar Increase (Decrease)	Percentage Increase (Decrease)
Real & Personal	\$ 5,610,174,179	\$ 3,682,769,110	\$ 1,927,405,069	52.34%
Motor Vehicles	227,344,877	219,871,937	7,472,940	3.40%
	<u>\$ 5,837,519,056</u>	<u>\$ 3,902,641,047</u>	<u>\$ 1,934,878,009</u>	<u>49.58%</u>
Levy				
	For the Fiscal Period Ended March 31, 2024	For the Fiscal Period Ended March 31, 2023	Dollar Increase (Decrease)	Percentage Increase (Decrease)
Real & Personal	\$ 12,905,040	\$ 11,418,680	\$ 1,486,360	13.02%
Motor Vehicles	573,412	684,500	(111,088)	-16.23%
	<u>\$ 13,478,452</u>	<u>\$ 12,103,180</u>	<u>\$ 1,375,272</u>	<u>11.36%</u>
Current levy collection percentage	99.64%	99.83%		

FINANCIAL
STATEMENTS
FY 2024

Quarter Ended March 31, 2024



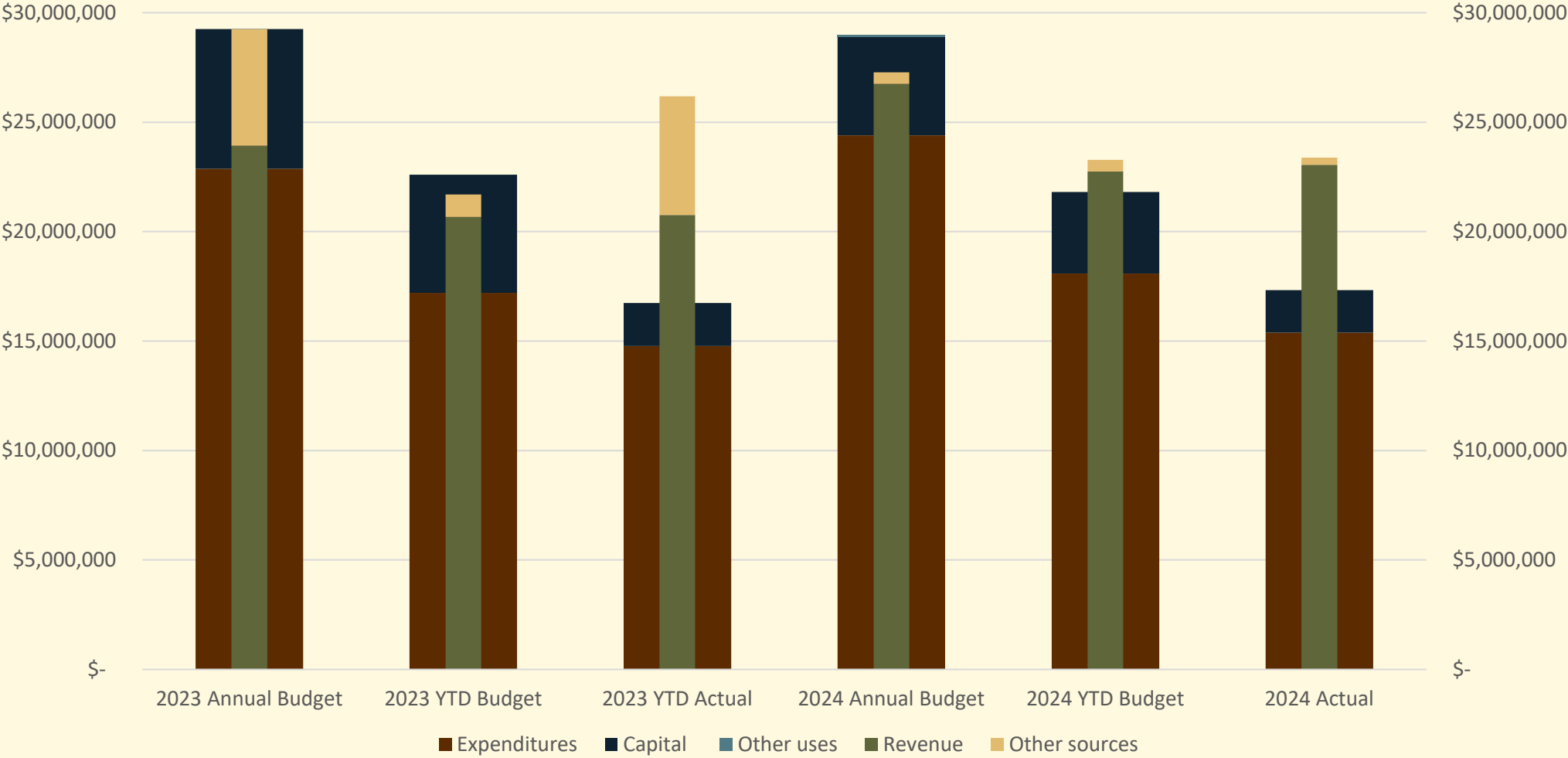
Year-to-Date Budget

Budget-to-Actual Summary



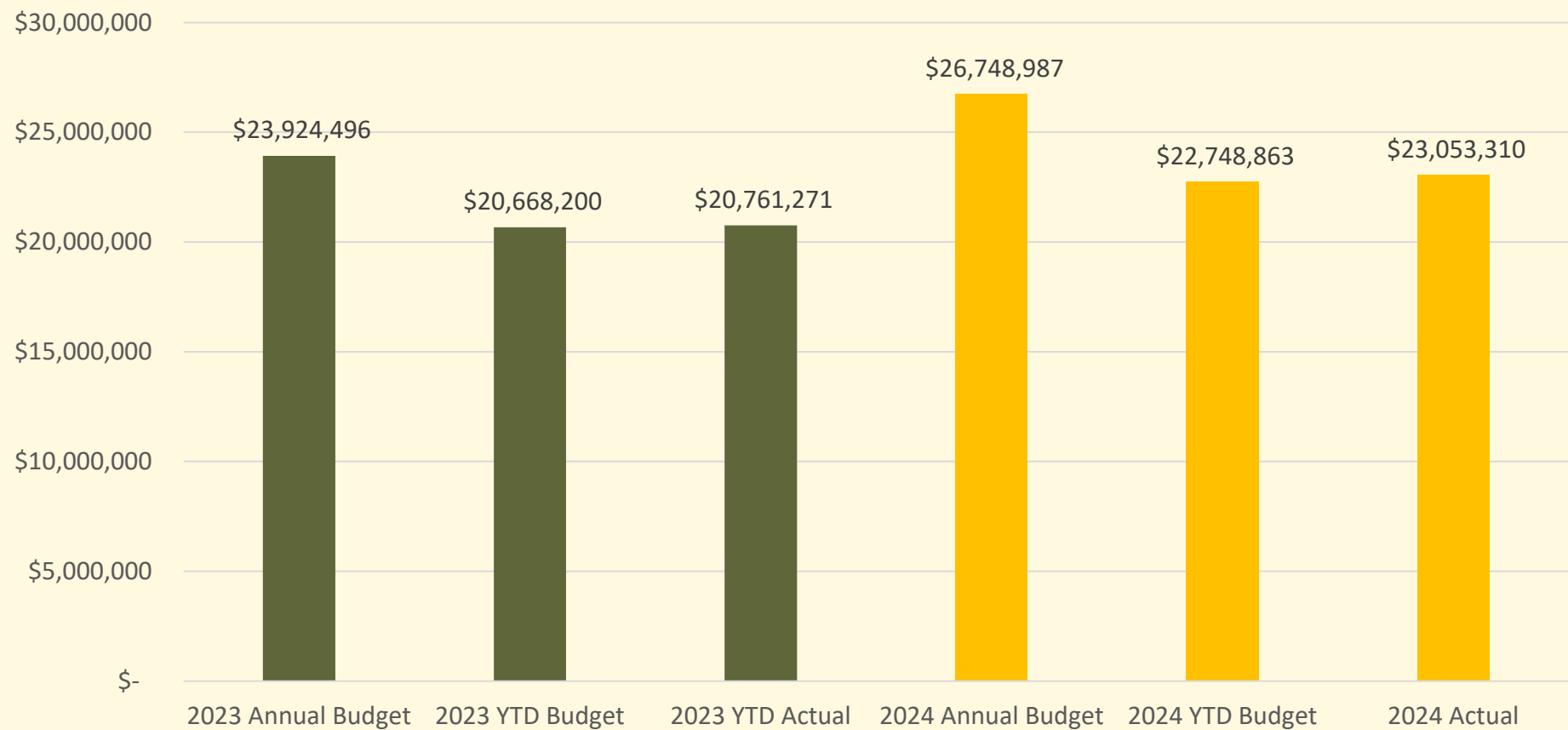
<i>Amounts in thousands</i>	FY 2024 YTD Budget	FY 2024 Actual	Over (Under) YTD Budget	FY 2023 YTD Actual	Current Year Over (Under) Prior Year
Total revenues	\$ 22,749	\$ 23,053	\$ 304	\$ 20,761	\$ 2,292
Operating expenditures	18,088	15,380	(2,708)	14,770	610
Capital outlays	3,724	1,948	(1,776)	1,972	(24)
Total expenditures	\$ 21,812	\$ 17,328	\$ (4,484)	\$ 16,742	\$ 586
Revenues over (under) expenditures	\$ 937	\$ 5,725	\$ 4,788	\$ 4,019	\$ 1,706
Other financing sources	\$ 530	\$ 330	\$ (200)	\$ 5,418	\$ (5,088)
Other financing uses	-	-	-	-	-
Appropriated fund balance	(1,091)	-	1,091	-	-
Change in fund balance	\$ 376	\$ 6,055	\$ 5,679	\$ 9,437	\$ (3,382)
Beginning fund balance		\$ 20,362		\$ 15,240	\$ 5,122
Ending fund balance		\$ 26,417		\$ 24,677	\$ 1,740

Revenues vs. Expenditures



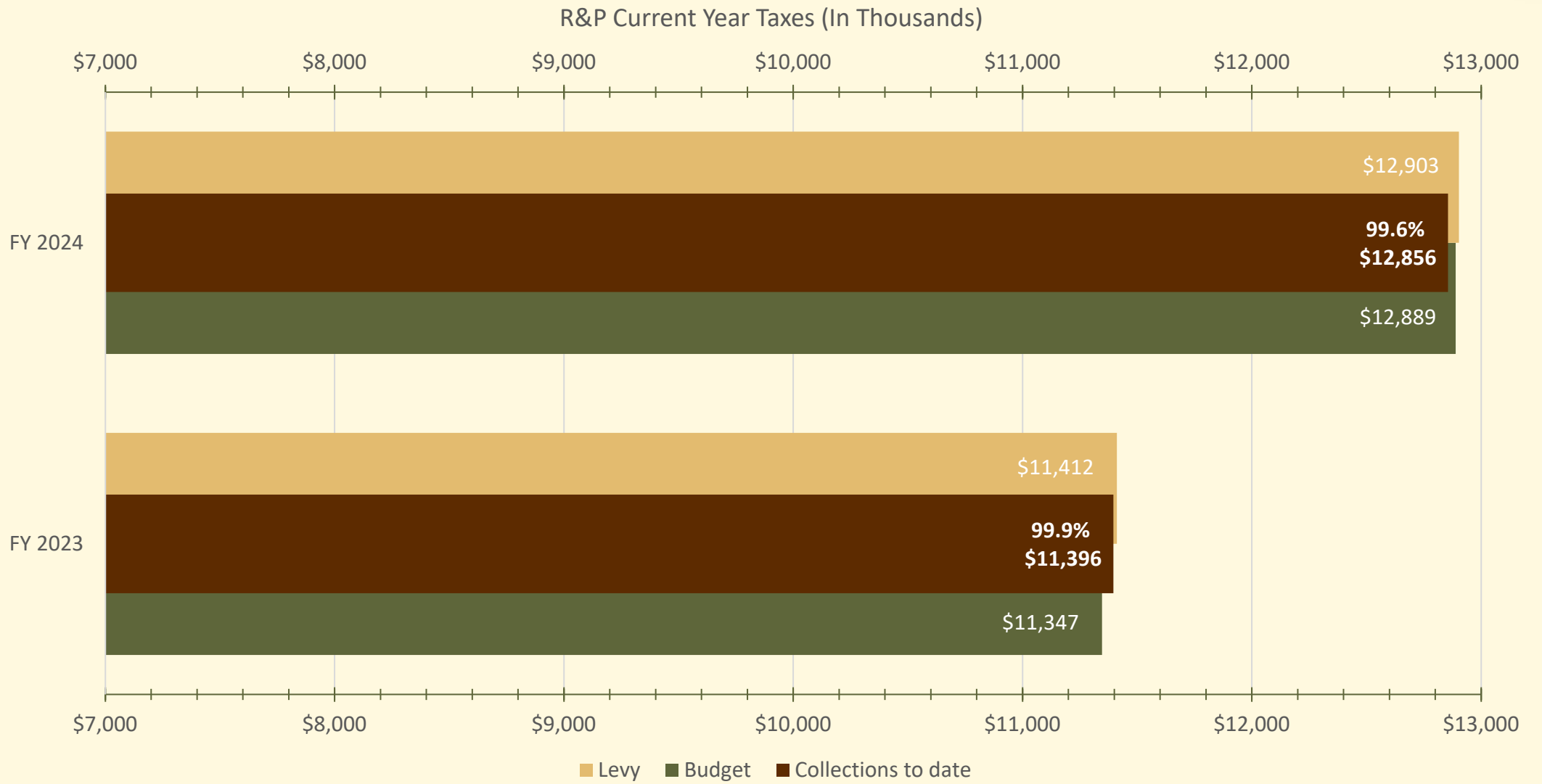
General Fund Revenues

Revenues



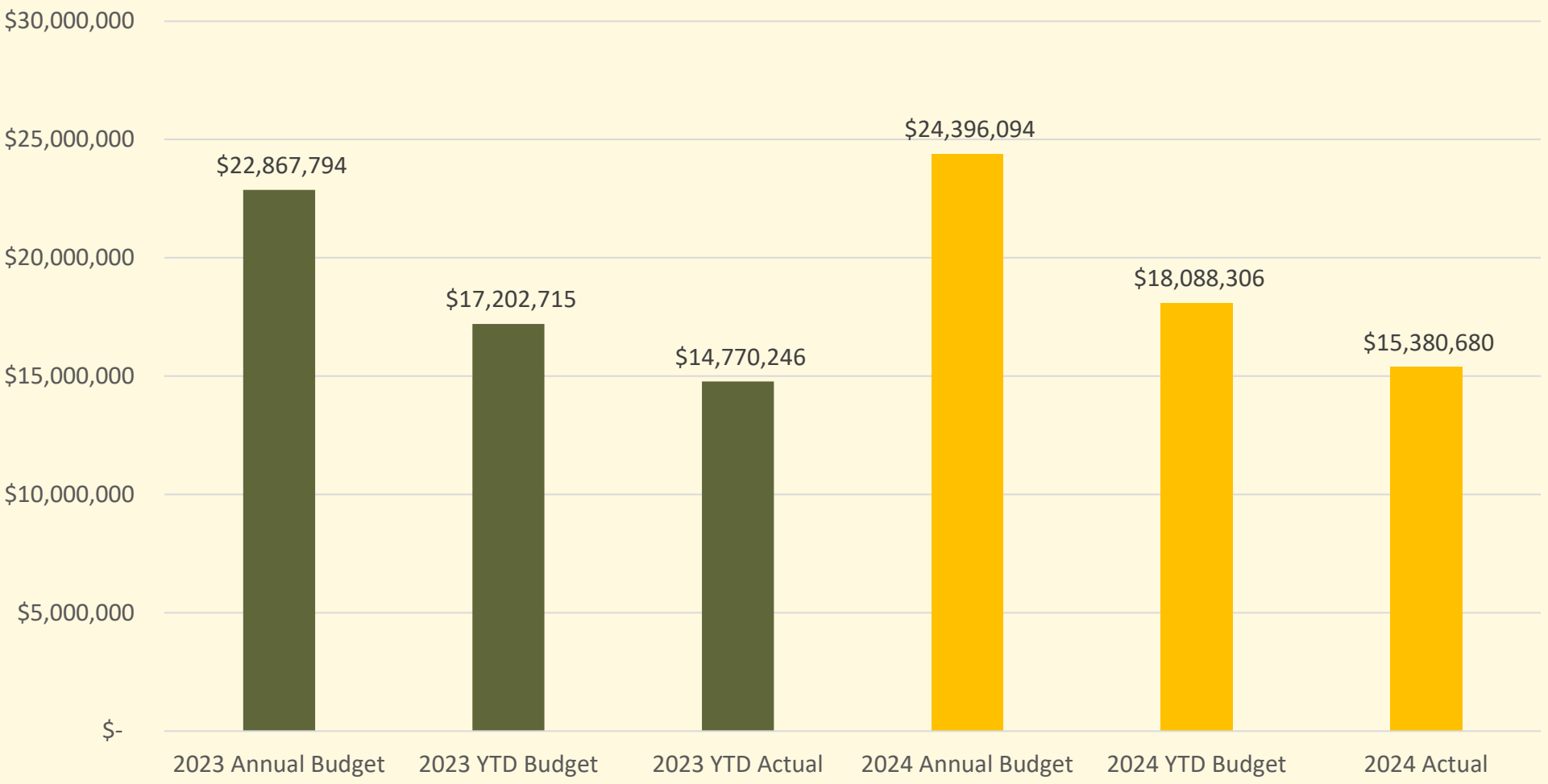
- Property Taxes:
 - \$13.4M collected thru Q3
 - Real and personal (R&P) – 99.7% of annual budget collected compared to 100% of annual budget thru Q3 last year
- Sales and Use Taxes:
 - \$6.2M through Q3 including 2 months of estimates
 - \$442K (7.7%) more than last year which is exceeding our budgeted growth of 5% and the statewide average of 3.4%
 - \$101K (1.3%) higher than quarterly budget
- Investment Income
 - Due to FOMC interest rates remaining high, earned \$898K YTD, which is \$429K more than Q3 last year and \$184K higher than quarterly budget
 - 5.12% annualized yield on the portfolio

Real & Personal Property Taxes



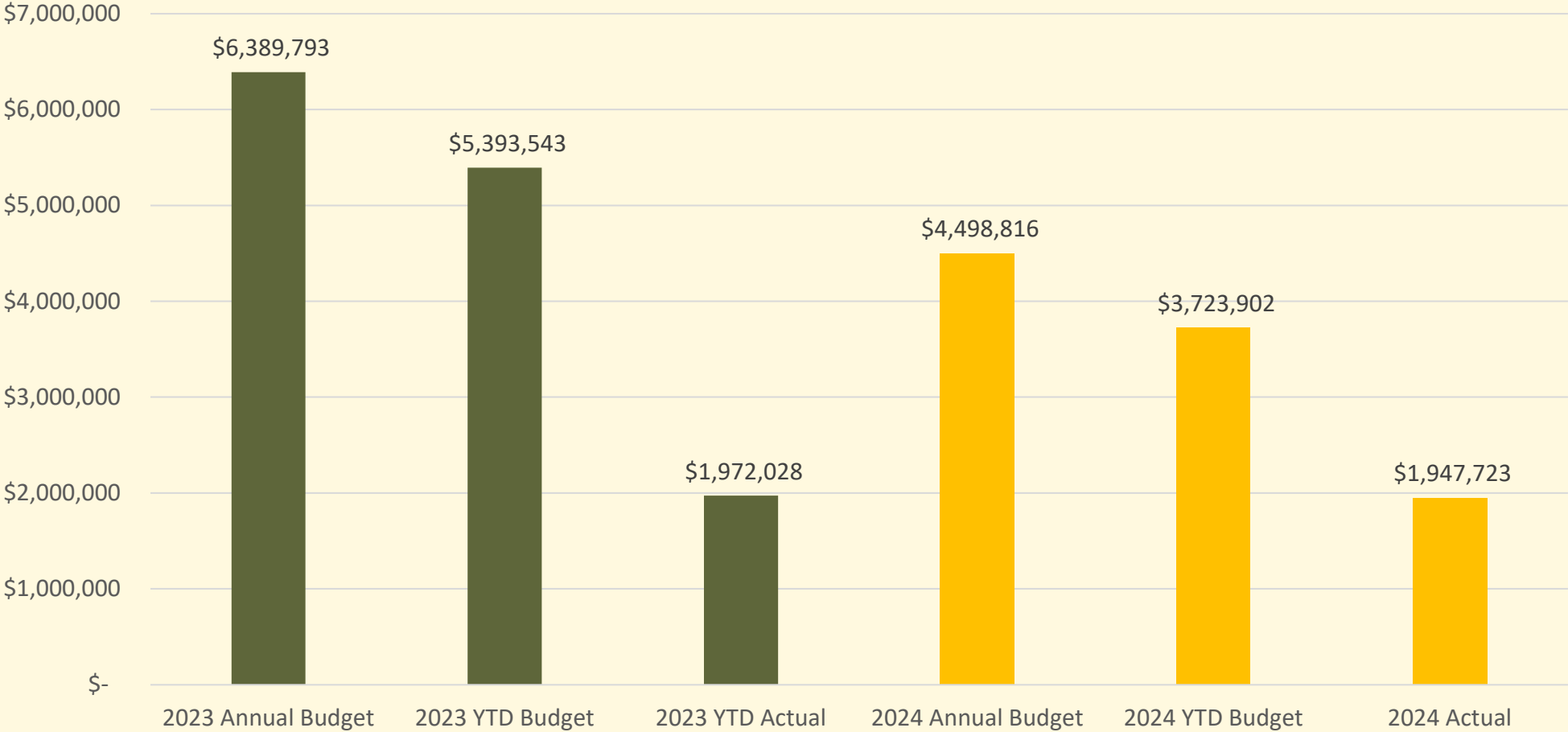
General Fund Expenditures

Operating Expenditures



- Personnel Expenses:
 - \$10.4M of \$11.5M personnel budget expended
 - \$1.1M (9.5%) budget-to-actual variance
 - Notable lapse salary in the Police and Fire departments due to open positions and length of time to hire
- \$129K unspent to date for road patching and downtown parking lot resurfacing
- \$200K for PDO rewrite reappropriated but not spent yet
- \$74K for multi-modal plan and STR monitoring not spent yet

Capital Expenditures



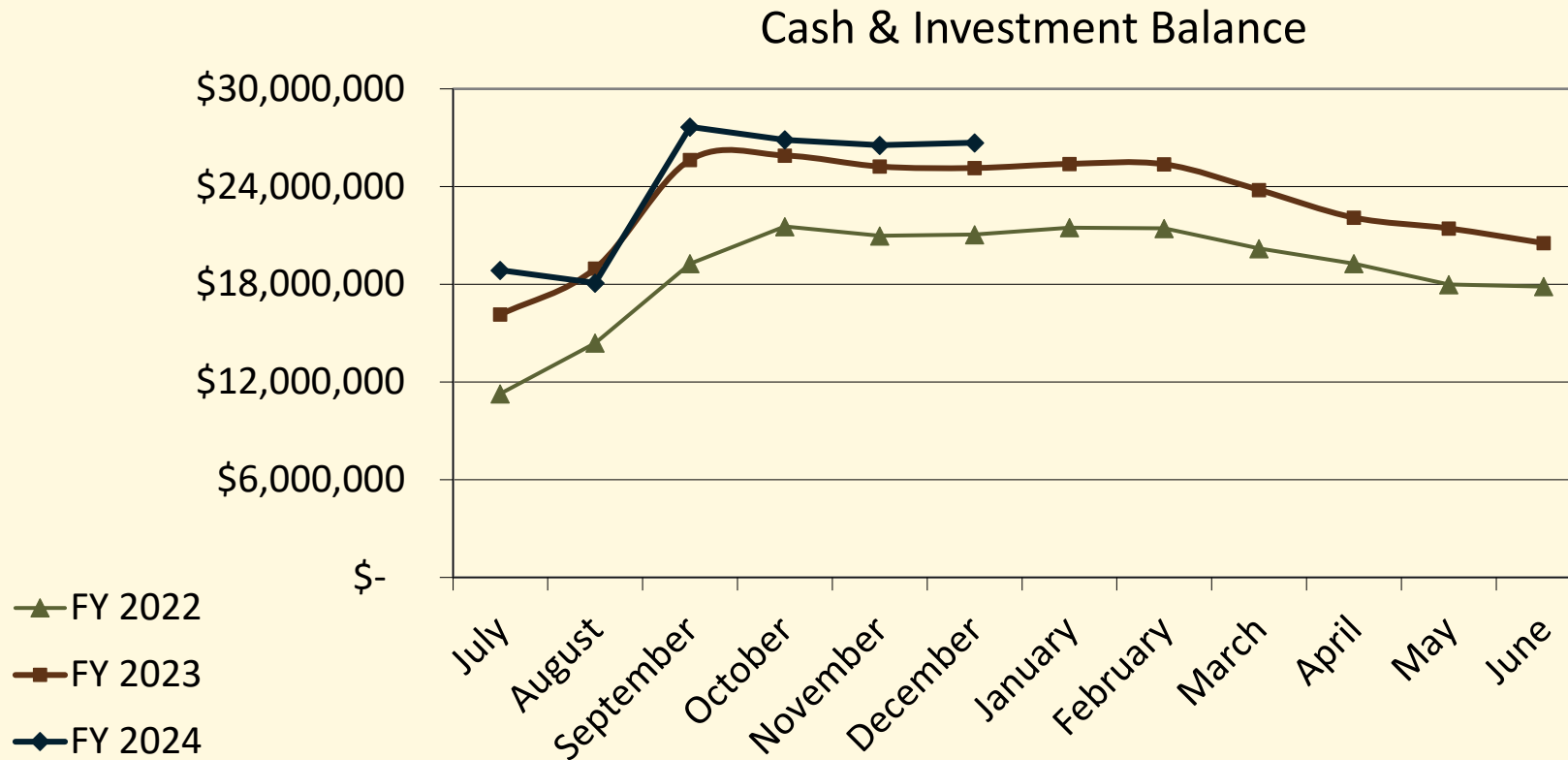
- Unspent Capital Dollars Reappropriated in FY 2024:
 - \$129K Streetscape Improvements – \$113K spent + \$3K encumbered (\$116K total)
 - \$645K Sidewalk Improvements – \$488K spent + \$139K encumbered (\$627K total)
 - \$355K Stormwater and Intersection Improvements – \$183K spent + \$159K encumbered (\$342K total)
- FY 2024 Capital Projects Planned through Q3:
 - \$176K Police Radios & Light Towers – \$163K spent + \$38K encumbered
 - Four Police vehicles – \$177K spent + \$65K encumbered for upfit
 - \$110K IT Document Imaging – encumbered in May

Cash & Investments

Cash and Investments



- Total cash and investments balance increased \$2.4M from 3/31/2023 to 3/31/2024 due to the additional revenues vs. the prior year with relatively flat expenditures
- Of the \$26.2 million in cash and investments, 99% is held in the North Carolina Capital Management Trust Government Portfolio



Library Expansion Capital Project Fund

- \$1.4M already contributed from the General Fund to date
- \$122K of design expenditures YTD; \$144K project-to-date
- No transfers from the General Fund planned in FY 2024
- Next transfer from the General Fund is planned in FY 2025 for construction
- Additional \$545K in committed General Fund fund balance for the library and archives that is not reflected in the capital project fund

SMPO
Special Revenue Fund

- Just over \$1K spent through 3/31/24
- Additional expenditures for Village staff time spent on SMPO tasks of about \$20K has been quantified and will be charged to the SMPO
- All expenditures are covered 80% from federal grants and 20% from member dues which will be received on a reimbursement basis



**FY 2025 BUDGET PUBLIC HEARING
ADDITIONAL AGENDA DETAILS:**

FROM:

Jeff Sanborn

DATE OF MEMO:

5/23/2024

MEMO DETAILS:

This agenda item is for the statutorily required Annual Budget Public Hearing. During this hearing, any person wishing to speak about the recommended FY 2025 Budget may do so. The budget in its entirety may be viewed online at www.vopnc.org/sop or at Village Hall. Public comments for those unable to attend the Public Hearing to speak can be e-mailed to publiccomments@vopnc.org.

Village staff have attached a PowerPoint presentation providing an overview of the FY 2025 Budget.

ATTACHMENTS:

Description

- FY 2025 Budget Public Hearing Presentation



Proposed
2025
Strategic
Operating
Plan

Village of Pinehurst, North Carolina

Proposed FY 2025 Strategic Operating Plan

Public Hearing

May 28, 2024

FY 2025 Strategic Operating Plan



FY 2025 Strategic Operating Plan (SOP) was developed:

- To achieve the Council's vision, mission, goals, and strategic objectives
- To address strategic challenges and opportunities facing the community
- To comply with the Distinguished Budget Presentation Award requirements

Village Council held one Budget Work Session on May 20 to review the SOP in detail.



The Village Council identified three Areas of Focus (AOF) in January 2024 that are addressed in the FY 2025 Strategic Operating Plan.

Areas of Focus

1. Deliver effective fire and rescue services
2. Ensure codes and ordinances protect the character of Village neighborhoods
3. Provide a safe and effective multi-modal transportation system

FY 2025 Budget

FY 2025 General Fund Budget Overview:

- \$32.5 million budget
 - 11.4% above the FY 2024 amended General Fund budget as of December 31, 2023
- Property tax rate of \$0.225 (reduction of ½ cent)
- Includes \$6.1 million of appropriated fund balance due to transfers to the Library Expansion Capital Project Fund and other significant capital
- Expect ending fund balance of 52% of expenditures

FY 2025 Strategic Operating Plan



Four (4) Initiative Action Plans (IAPs) in FY 2025:

Strategic Objective	Initiative Action Plan (IAP) Name	FY 2025
Ensure codes and ordinances protect the character of Village neighborhoods AOF	Update the Pinehurst Development Ordinance	\$0
Support the business community	Relocation of the Public Services Complex to allow for redevelopment of Village Place. (6.5)	\$400,000
Provide recreation programs and facilities	Retrofit current athletic fields with synthetic turf	\$1,382,300
Provide Library and Archive services	Expand and Renovate Given Memorial Library/Tufts Archives	\$4,200,000
NET COST		\$5,982,300

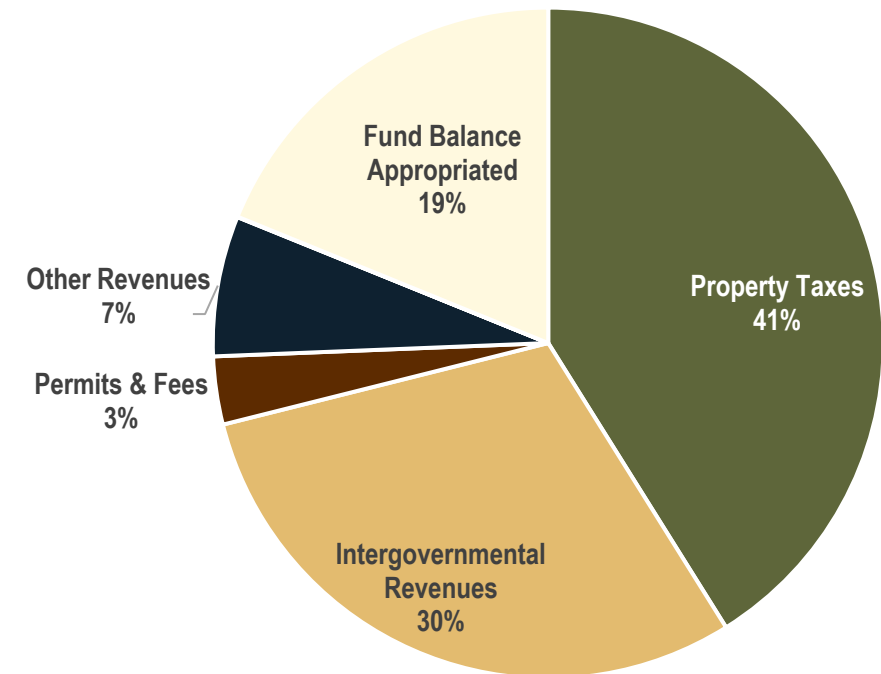
AOF – Addresses Council Areas of Focus

\$0 indicates work is being done in that year but there is no net impact to costs or revenues

FY 2025 General Fund Revenues:

- 2.0% decrease in ad valorem tax revenue from the half cent tax rate decrease
- Assumes a 0.5% growth in the real property tax base based on prior year construction levels and 75 new homes
- Assumes 4.8% increase in sales tax receipts over FY 2024 amended budget
- \$6.1 million fund balance appropriation to fund the Library capital project fund transfer and other significant capital

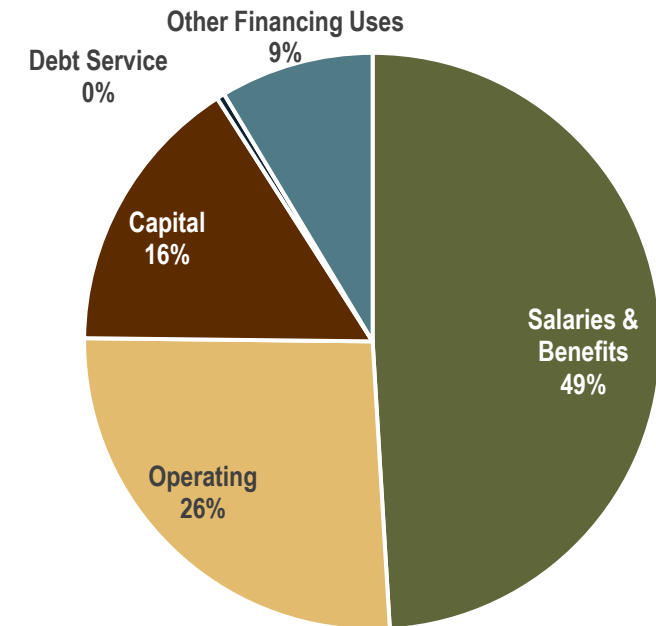
\$32.5 Million Budgeted Revenues

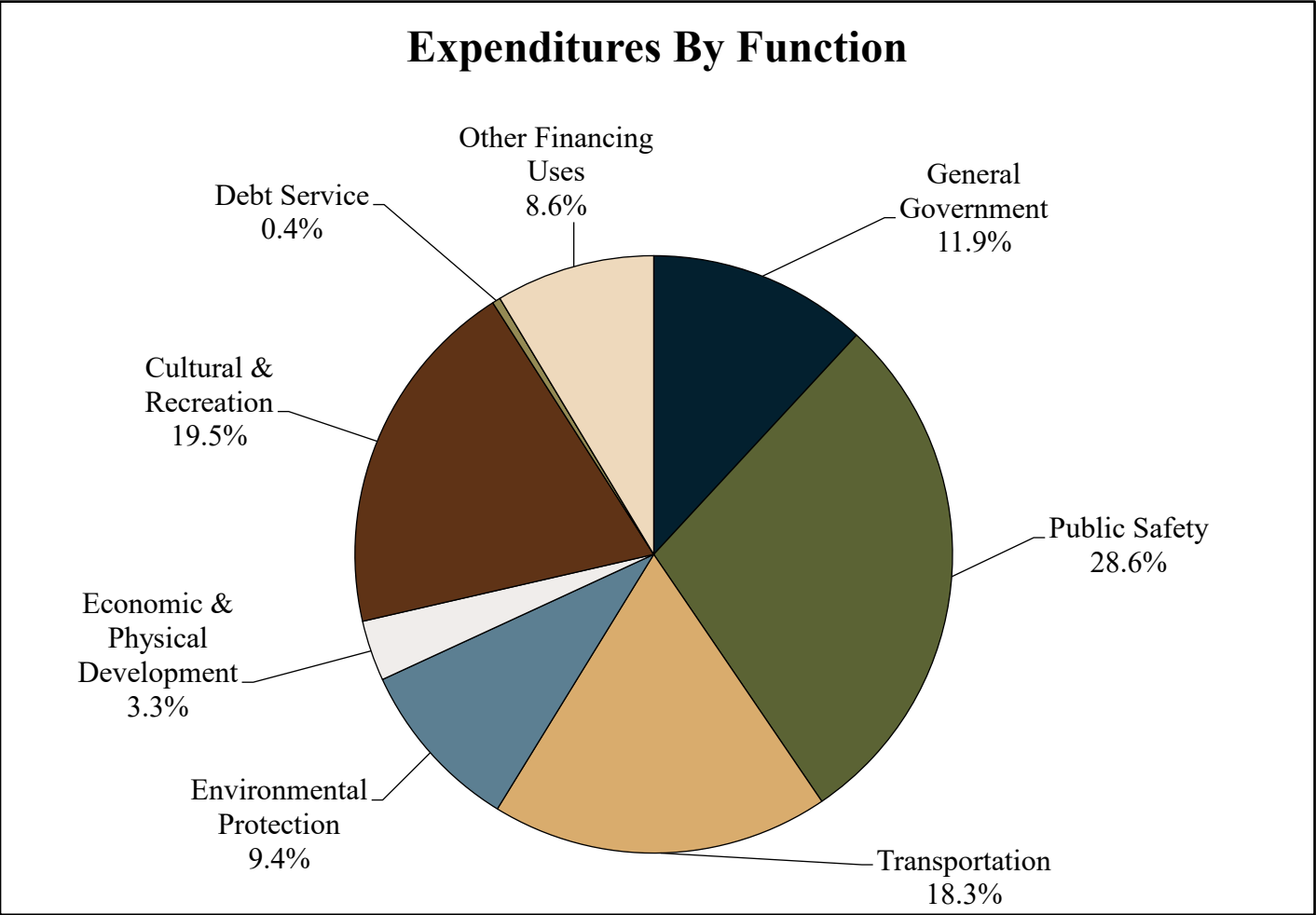


FY 2025 General Fund Expenditures:

- Cost-of-living adjustment of 4.1% + 2% average merit increase (\$655K increase in salaries + benefits)
- Two new full-time equivalents (FTEs) (\$127K salaries + benefits):
 - Stormwater Technician
 - Fleet Service Apprentice
- VOP pays 100% of employee health/dental insurance + retirement contributions of 18.64% (20.04% for law enforcement)

\$32.5 Million Budgeted Expenditures





Expenditures by function are generally the same as FY 2024 except for an 8% increase in Other Financing Uses. This is due to a \$2.8 million transfer to the Library capital project fund in FY 2025.

- Cultural & Recreation increased 2.5% due to:
- \$1.4 million for synthetic turf
 - \$345 thousand for athletic field lights
 - \$124 thousand for accessible van

These increases cause the other functions to decrease proportionally, affecting Public Safety the most since it is the largest component of expenditures by function.

FY 2025 Significant Capital (\$5.1 million in total):

Significant Capital Items	Amount
Synthetic turf installation on Wicker Park field	\$1,416,000
Pedestrian facilities	\$460,000
Stormwater drainage projects	\$450,000
Two (2) garbage trucks	\$420,000
Public Services property acquisition	\$400,000
Cannon Park field lights and poles upgrades	\$345,000
Five (5) police patrol vehicles	\$325,000
Streetscape improvements	\$200,000
Handicap accessible van	\$124,000

Public Input and Questions



**DISCUSS AND CONSIDER A CONTRACT FOR LEGAL SERVICES FOR FY
2025**

ADDITIONAL AGENDA DETAILS:

FROM:

Dana Van Nostrand

CC:

Jeff Sanborn & Doug Willardson

DATE OF MEMO:

5/17/2024

MEMO DETAILS:

The proposed contract for legal services with Van Camp, Meacham, & Newman, PLLC for FY 2025 is attached for your review and consideration. The functional terms of the contract are unchanged from the previous year.

The contract calls for a 2% cost increase, bringing the monthly rate to \$5,146. The annual contract totals \$61,752. Michael Newman's hourly rate is \$415 per hour, a \$20 increase from the previous year for litigation matters not included in the monthly retainer.

The contract may be approved by a motion authorizing the Mayor or his designee to execute the contract.

ATTACHMENTS:

Description

□ Contract for Legal Services FY 2025

NORTH CAROLINA
COUNTY OF MOORE

AGREEMENT FOR LEGAL SERVICES

THIS CONTRACT is entered into between VAN CAMP, MEACHAM, & NEWMAN, PLLC (Firm) TIN #-56-2228538, and the VILLAGE OF PINEHURST (Village) TIN #56-1211319, for the provision of general legal representation. The contract period is July 1, 2024 to June 30, 2025 Michael J. Newman (Attorney), a partner in the Firm, will be the primary attorney assigned to this contract by the Firm. If Mr. Newman is not available, the Firm may assign another qualified attorney as an alternate upon the request of the Village Manager.

SECTION I: SCOPE

Attorney will provide general legal representation to the Village in the following areas of law as they pertain to municipalities, said list not to be all-inclusive:

Land Use Regulation
General Police (Ordinance making) powers
Employer-Employee relations, labor law
Environmental law
Police and Public Safety law
Financial law

In advising the Village in the aforementioned areas, Attorney will prepare for and be available to attend all regular meetings, special meetings, and work sessions of the Village Council upon request of the Village Manager. Also, when necessary and if requested and approved through the office of the Village Manager, Attorney will attend work sessions and regular meetings of the Planning and Zoning Board, Board of Adjustment, and Historic Preservation Commission. Attorney will attend, either with or on behalf of the Mayor, Village Council Members, or the Village Manager, any State or County administrative or regulatory body deliberating upon issues or matters of concern to the Village of Pinehurst when requested through the Village Manager's office. Michael J. Newman will be the primary attorney assigned to this contract. If Mr. Newman is not able to attend any of the above-mentioned meetings due to illness, personal vacation, etc., the Firm shall send a qualified attorney as an alternate upon request of the Village Manager. These arrangements for an alternate attorney shall be agreed upon in advance by the Attorney and the Village Manager whenever possible.

The Attorney will also participate, when requested by the Village Council or Village Manager, in dispute resolution or settlement discussions. Attorney will review ordinances and resolutions prior to adoption, recommending changes when appropriate, and will draft ordinances, resolutions and other documents when requested through the office of the Village Manager.

The Attorney may, with the prior approval of the Village Manager, subcontract with other firms or individuals to have certain services performed for the Village, such as title searches, but the Attorney shall remain responsible to the Village for the quality and timeliness of these services. Not included within the scope of services between the Village and Attorney, nor among those services that Attorney may contract with others, are those services customarily performed by outside bond counsel.

Should outside counsel be necessary for proper representation of the Village, Attorney shall recommend at least two firms for the Village Council to choose from for such additional representation. Attorney is responsible to the Village Council for coordinating Village representation with outside counsel, and reporting on a regular basis to the Village Council the status of that particular issue and the outside legal representation.

SECTION II: RELATIONSHIP

The Attorney is not eligible for any fringe benefits or covered by the Village's Personnel Policy. The Attorney is free to act as the legal representative for any other person or entity when doing so will not create a conflict of interest with the interests of the Village of Pinehurst.

The primary contact for the Village regarding legal matters will be the Village Manager. Providing instructions and requests for service to the Attorney shall be the responsibility of the Village Manager. All correspondence of the Village Attorney to the Village Council shall be either directed to or through the Village Manager. All direction from the Village Council to the Village Attorney shall be either directed to or through the Village Manager. No investigations or claims shall be initiated by the office of the Village Attorney without prior approval of the Village Manager. The office of the Village Attorney may initiate responses to inquiries, demands or claims made against the Village, without prior approval of the Village Manager, however, the Village Manager shall be advised promptly of such claims and the responses made. It is understood by both parties that it is the desire of the Village Council that the Attorney practice law on behalf of the Village in a manner designed to be preventive in nature.

There shall be an annual review of the status of this agreement, and the desirability of the legal services being provided herein.

SECTION III: TERM

The term of this agreement shall be from July 1, 2024 to June 30, 2025. Should either party wish to terminate this agreement for any reason they may do so by giving ninety days written notice of their intention to terminate this agreement. Failure of the Village of Pinehurst to give such notice to the Firm shall entitle the Firm to one-fourth of the then applicable annual amount of compensation for the services of Attorney. Failure of the Firm to give appropriate notice to the Village as specified above shall cause the Village not to be obligated to pay any amounts due for legal or related services from and after the date of the resignation of Attorney.

SECTION IV: COMPENSATION

For the provision of legal representation, including the associated paralegal and administrative support services normally associated with legal representation, and other legal services, including the required attendance at Council and other meetings, to the Village of Pinehurst, the Firm shall be compensated in a monthly amount of \$5,146.00. It is the intention of the Village and the Firm that the annual compensation amount shall cover attendance at meetings of the Village Council and various Village boards and commissions as described in SECTION I above, and for such additional meetings and consultations as may be required, estimated to be approximately thirty (30) hours per month. A detailed report of the services provided under this agreement, including the hours of service by category or project, shall be submitted to the Village Manager by the 15th of the month following the month of service. It is recognized that demands upon Attorney's time and skills are unpredictable, hence it is agreed that either party may call for a mutual

review of the adequacy and reasonableness of the compensation at any time upon ten days written notice, and that in any event there shall be a full annual review of the services which have been performed and are anticipated with the full Village Council.

For additional services provided to the Village in cases of litigation, beyond the initial thirty (30) hours per month, as authorized through the office of the Village Manager, the Village agrees to pay the Firm the Attorney's the hourly rates described on the attached letter for such services, upon presentation to the Village of an invoice describing the services provided, the provider, the applicable hourly rate, and the amount of time spent by the provider on each particular task.

Payment for subcontracted services, WestLaw Research, Municipal Attorney's Association membership expenses, and continuing education expenses related to municipal law shall be made by the Attorney and shall be charged to the Village on the Attorney's monthly invoice.

It is understood that extraordinary services which may be required of Attorney shall be discussed if and as the occasion arises, and agreement sought on a reasonable basis of additional compensation to be paid, in light of the nature of the situation, the time to be foreseeably consumed or the unusual demand to be placed upon Attorney.

It is further understood that litigation may not be unusually demanding, or reasonably require extra or special compensation; at the same time, other situations can develop that do fall in the unusual category, e.g. possibly an extensive revision of the zoning and subdivision ordinances, labor negotiation, financing, etc.. These will be discussed and agreed upon at the time they arise.

For the Village of Pinehurst

By: _____
Patrick Pizzella, Mayor

Attest:

Shannon Konstantinou, Village Clerk

Van Camp, Meacham, & Newman, PLLC:

By: 
Michael J. Newman

This instrument has been preaudited in the
Manner required by the Local Government
Budget and Fiscal Control Act

Dana Van Nostrand, Finance Officer

Date



ESSENTIAL COMMUNICATIONS FOR KEY SUPPLIERS

Village of Pinehurst Mission, Vision, and Values

To achieve the vision of the Village to be a “charming, vibrant community that reflects our rich history and traditions,” the mission of Village employees is to “Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.” Village employees strive to achieve this mission by adhering to a set of core values that are reflected in Village employees’ interactions with customers.

Contractors are an extension of the Village workforce by either providing direct services to Village customers or partnering with Village employees. To ensure residents, businesses, and visitors receive the highest levels of service, the Village expects its contractors to reflect the Village’s core values while performing services under the terms of the contract. The Village of Pinehurst’s Core Values are as follows:

Initiative – the desire and will to identify what needs to be fixed, fix what needs to be fixed, and take leadership when leadership is needed.

Teamwork – the desire and will to selflessly function as part of a high performing whole and to collaboratively work in ways that take full advantage of input from all members of the team.

Service – the desire and will to selflessly meet the needs of those around you: customers, fellow employees, employers, and the community as a whole.

Improvement – the desire and will to learn and grow professionally and to enhance team processes in ways that improve performance, efficiency, or both.

Ethical Standards

As a contractor working on behalf of the Village of Pinehurst, contractors are expected to reflect our ethical standards. The foundation of government depends on public trust and confidence. While performing the terms of the contract, the Village expects contractors to foster public trust by providing quality service and fair dealings that are respectful, impartial, and accountable. Contractors must also avoid any conflicts of interest or appearance of conflicts of interest or use their position or resources for personal gain.

Village employees or their families may not request or accept any kickback, rebate, cash, or anything of value from a Village contractor. These practices are not only unethical, but are in most cases illegal.

Village employees have the right to be free from harassment on the job because of their race, color, sex, religion, gender, national origin, sexual orientation, age, disability, veteran’s status, or other protected class. Harassment of any employee by management, supervisor, or contractor in any form is prohibited. All contractors are expected to abide by these ethical standards of conduct while performing services under contract for the Village of Pinehurst.

Contract Performance Evaluation

At least annually, Village staff will evaluate contractor performance under the terms of this contract. This evaluation will assess how well the contractor performed during the contract period in meeting Village contract requirements of: 1) Fair price, 2) Quality of goods and services, and 3) Timely delivery of goods and services.

As a requirement of this contract, contractors are required to periodically meet with Village staff to assess and communicate contractor performance under the terms of the contract, including the aforementioned terms. These meetings may be in person or by telephone and will allow for open two-way communication between the contractor and the Village representative. These meetings are not an opportunity to renegotiate the terms of the contract, but will be focused on the quality and timeliness of the services provided under the contract. These meetings will also provide an opportunity to share innovative ideas for service delivery that may be incorporated into future process improvements at the Village.

Your Village representative will review key contract service delivery performance measures with you during your meetings. If, for any reason, service delivery is below the contracted performance requirements, or if there are other shortcomings related to demonstration of the Village's values or ethical standards, Village staff will discuss it with you at that time. These meetings will offer both parties an open opportunity to discuss any concerns and to ensure adequate service delivery and identify opportunities for service delivery improvements.

The performance evaluation meeting schedule for this contract is as follows:

Meeting Frequency (Select one): ☐ Quarterly ☐ Semi-Annually ☒ Annually

	Village Representative	Contractor Representative
Name	Jeff Sanborn	Michael Newman
Contact Information	910-295-8641	910-295-2525

The Village values the services provided under the terms of this contract, values the contractor-Village partnership, and looks forward to working collaboratively throughout the contract period to serve Pinehurst residents, businesses, and visitors.

Acknowledgment of Receipt

I hereby acknowledge that I have read, understand, and agree to abide by these contract terms provided above while performing the contract with the Village of Pinehurst.

Van Camp, Meacham, & Newman PLLC

Company Name

Name of Signer

Partner

Title

Date

5/17/2024

RE: Village of Pinehurst Contract for FY 2025

Susan Ford <susanf@vancamplaw.com>

Fri 5/17/2024 10:18 AM

To: Dana Van Nostrand <dvannostrand@vopnc.org>

Cc: Mike Newman <michaeln@vancamplaw.com>

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Dana,

Mike's hourly rate is \$415.

Susan E. Ford

Paralegal to Michael J. Newman and Grace M. Russ

VAN CAMP, MEACHAM & NEWMAN, PLLC

Two Regional Circle

P. O. Box 1389

Pinehurst, NC 28370

Telephone: 910-295-2525

Facsimile: 910-235-0233

Email: susanf@vancamplaw.com

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From: Dana Van Nostrand <dvannostrand@vopnc.org>

Sent: Friday, May 17, 2024 9:59 AM

To: Susan Ford <susanf@vancamplaw.com>

Cc: Mike Newman <michaeln@vancamplaw.com>

Subject: Re: Village of Pinehurst Contract for FY 2025

Hi Susan,

Do you know what Mr. Newman's hourly rate will be for this contract?

Thanks,

From: Susan Ford <susanf@vancamplaw.com>

Sent: Friday, May 17, 2024 9:17 AM

To: Dana Van Nostrand <dvannostrand@vopnc.org>

Cc: Mike Newman <michaeln@vancamplaw.com>

Subject: Village of Pinehurst Contract for FY 2025

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good Morning Dana,



**DISCUSS AND CONSIDER ORDINANCE 24-10 AMENDING THE LIBRARY
EXPANSION CAPITAL PROJECT FUND BUDGET
ADDITIONAL AGENDA DETAILS:**

FROM:

Dana Van Nostrand

CC:

Jeff Sanborn & Doug Willardson

DATE OF MEMO:

5/22/2024

MEMO DETAILS:

At the May 14, 2024 regular meeting, Village Council approved the amendment to the Oakley Collier Architects contract for library design services to increase it to \$600,900. The Library Expansion Capital Project Fund budget needs to be amended to increase the appropriation for design costs. At this time, the appropriation is being transferred from construction costs to design costs and not increasing the total appropriations for the project. This will allow the purchase order for the design services contract to be approved.

Staff will bring another ordinance to Council to increase the Library Expansion Capital Project Fund budget for the construction costs at a later date.

ATTACHMENTS:

Description

- Ordinance #24-10 Amending the Library Expansion Capital Project Fund Budget

ORDINANCE #24-10:

AN ORDINANCE AMENDING THE LIBRARY EXPANSION CAPITAL PROJECT FUND BUDGET FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA.

THAT WHEREAS, the Village adopted Ordinance #22-06 establishing the Library Expansion Capital Project Fund for the design and construction of an expansion of the Given Memorial Library and Tufts Archives building located on Cherokee Road; and

WHEREAS, the Village adopted Ordinance #23-12 amending the Library Expansion Capital Project Fund budget; and

WHEREAS, the Village has commenced the architectural and design services related to the expansion; and

WHEREAS, on the 14th day of May, 2024 the Village Council approved an amendment to the design services contract with Oakley Collier Architects, increasing the contract to \$600,900; and

WHEREAS, the Library Expansion Capital Project Fund budget needs to be amended to increase the appropriation for design costs and;

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Governing Body of the Village of Pinehurst, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the Library Expansion Capital Project Fund is amended as follows:

SECTION 1. A portion of the appropriations for the project shall be transferred from the Capital Outlay: Construction Costs line item to the Capital Outlay: Design Costs line item to fund the Oakley Collier Architects contract increase for design services as follows:

<u>Account No.</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Amendment</u>	<u>Amended Budget</u>
50-80-615-7600	Capital Outlay: Design Costs	\$400,500	\$200,400	\$600,900
50-80-615-7601	Capital Outlay: Construction Costs	1,019,500	(200,400)	819,100
	TOTAL	<u>\$1,420,000</u>	<u>\$ 0</u>	<u>\$1,420,000</u>

SECTION 2. The revenues anticipated to be available to complete this project are unchanged.

SECTION 3. Copies of this capital project ordinance shall be furnished to the Village Clerk, Village Manager, and Financial Services Director for direction in carrying out this project.

THIS ORDINANCE passed and adopted this 28th day of May, 2024.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Shannon Konstantinou, Village Clerk

Michael J. Newman, Village Attorney

DRAFT



**DISCUSS AND CONSIDER RESOLUTION 24-22 AMENDMENTS TO THE
SERVICE AWARDS AND RETIREMENT RECOGNITIONS POLICY
ADDITIONAL AGENDA DETAILS:**

FROM:

Angela Kantor

CC:

Jeff Sanborn

DATE OF MEMO:

5/19/2024

MEMO DETAILS:

The Policy Committee has reviewed and is recommending changes to the Service Awards and Retirement Recognitions policy.

Currently, employees celebrating service milestones with the Village of Pinehurst are recognized and awarded in December each year. We recommend continuing the recognition in December, but to award the employees in the pay period they hit the milestones.

Also, our awards reach a maximum of \$1,500 at 30 years. We recommend increasing the awards for 35 and 40 years to \$1,750 and \$2,000 respectively. This is consistent with the increases for shorter tenure awards.

These awards are only granted for Village of Pinehurst service. Thank you for your consideration of these changes.

ATTACHMENTS:

Description

- ☐ Service Awards and Retirement Recognition Policy
- ☐ Resolution 24-22 Amending the Service Awards and Retirement Recognitions Policy

	VILLAGE OF PINEHURST STANDARD PROCEDURE	
SUBJECT: Service Awards and Retirement Recognitions	Effective Date: 05/08/2012	
Department: Human Resources	Policy No.: HR-116	
Prepared by: Human Resources	Revised: 05/28/2024	
Approved by: Village Council	# of Pages: 3	

I. POLICY:

The Village of Pinehurst values the contributions, knowledge and experience of employees and recognizes the importance of honoring employee service. The purpose of this policy is to recognize and celebrate the dedication and hard work of those employees who reach service milestones or retire from the Village of Pinehurst.

II. ELIGIBILITY:

- A. Regular full-time and regular part-time employees are eligible for a service award in the year in which they complete 5, 10, 15, 20, 25, 30, 35, and 40 years of service with the Village of Pinehurst.
- B. Employees must be eligible and apply for retirement benefits under the North Carolina Retirement System and have at least five years of full-time service with the Village of Pinehurst, not including sick time, to be eligible for a retirement gift and/or recognition. Employees who are injured in the line of duty and qualify for disability retirement will be handled outside the parameters of this policy.

III. DEFINITIONS:

- A. A regular full-time employee works at least 37.5 hours per week.
- B. A regular part-time employee works at least 20 hours per week.

IV. PROCEDURE:

- A. Service Awards: Employees will receive service awards when they complete the full-time service as defined in the Eligibility section. The award will be given in the paycheck that includes the service milestone. Eligible employees will receive a taxable monetary award according to the following schedule. Awards are subject to applicable withholdings and deductions.

5 years	\$250	25 years	\$1250
10 years	\$500	30 years	\$1500
15 years	\$750	35 years	\$1750
20 years	\$1000	40 years	\$2000

Only regular full-time and regular part-time service will be considered for service awards. Reserve, on-call, seasonal service will not be considered for service awards. If an employee is rehired, prior service will be considered for service awards. Employees will be recognized at the annual holiday luncheon in December.

- B. Retirement Recognitions: Department Directors will notify Human Resources of an employee's pending retirement. Human Resources will work with the Department Director and the retiring employee to coordinate an appropriate celebration and the appropriate gift.

Eligible employees will receive a taxable monetary gift according to the following schedule. Gifts are subject to applicable withholdings and deductions.

10 years but less than 15 years	\$650
15 years but less than 25	\$1300
25 years or more	\$1500

Eligible employees with at least 25 years of service will also receive a Village-sponsored, celebratory meal or reception at a Village facility coordinated through Human Resources. Village employees, Council and the retiring employee's immediate family will be invited. Additional people may be invited at the discretion of Human Resources.

Eligible employees with 5 years of service, but less than 25 years will receive a Village-sponsored reception coordinated through Human Resources.

Additional celebrations or gifts, departmental or otherwise, cannot be paid for with Village funds.

V. PUBLIC SAFETY:

The Village of Pinehurst recognizes the bravery and dedication of the public safety employees serving in the Pinehurst Police Department and Pinehurst Fire Department. In addition to the retirement gifts listed above, public safety employees may be awarded the gifts listed below.

- A. NCGS 20-187.2 authorizes the Village Council to award, upon request, a retiring law enforcement officer, or a surviving relative of an officer, the basic service side arm, no

attachments, and badge of the officer at a price determined by the governing body. This policy sets the price for qualifying awards of basic side arms to retiring law enforcement officers at one dollar.

The law enforcement officer must have at least 10 years of service with the Village of Pinehurst to be eligible for this benefit. If the retiring officer has at least 5 years of service, but less than 10 years, the officer will have the option to purchase the service side arm for \$300. The retiring employee must follow all provisions of the statute and other applicable laws.

- B. NCGS 160A-294.1 authorizes the Village Council to award, upon request, a retiring firefighter or a surviving relative of the firefighter, the fire helmet of the firefighter at a price determined by the governing body. This policy sets the price for qualifying awards of fire helmets to retiring firefighters at one dollar. The firefighter must have at least 10 years of service with the Village of Pinehurst to be eligible for this benefit. If the retiring firefighter has at least 5 years of service, but less than 10 years, the firefighter will have the option to purchase the helmet for \$200. The retiring employee must follow all provisions of the statute and other applicable laws.

Approved by:

Patrick Pizzella, Mayor

5/28/2024
Date

#24-22
Village Council, Resolution

5/28/2024
Date

RESOLUTION #24-22:

**A RESOLUTION AMENDING THE POLICY ON SERVICE AWARDS AND
RETIREMENT RECOGNITIONS FOR THE VILLAGE OF PINEHURST.**

WHEREAS, the Village Council of Pinehurst, North Carolina, adopted the “Retirement Recognitions and Gifts Policy” on May 8, 2012; and

WHEREAS, the Village Council of Pinehurst, North Carolina, renamed and amended the “Service Awards and Retirement Recognitions Policy” on July 28, 2020; and

WHEREAS, upon review, the Village’s Policy Committee recommends changes to the policy to include changes to the timing of awards for employee service milestones prior to retirement, retirement recognitions and other updates;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 28th day of May, 2024 as follows:

SECTION 1. That the Service Awards and Retirement Recognitions Policy is hereby amended effective from the date of its adoption; and said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 28th day of May, 2024.

VILLAGE OF PINEHURST

VILLAGE COUNCIL

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Shannon Konstantinou, Village Clerk

Michael J. Newman, Village Attorney