



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF MAY 26, 2020
ASSEMBLY HALL
395 MAGNOLIA RD.
PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order.

2. Reports:

Manager

Council

3. 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. Consider a Resolution Donating Turnout Gear to Fire Academies

B. Public Safety Reports

C. Approval of Village Council Meeting Minutes.

D. Budget Amendments Report

End of Consent Agenda.

4. Discuss and Consider a Resolution to Re-Appoint Leo Santowasso as the Planning and Zoning Board Chairman.

5. Discuss and Consider a Resolution Appointing Eric VonSalzen as the Chairman of the Historic Preservation Commission.

6. Discuss and Consider a Resolution Appointing Anne Lucey to Serve on the Historic Preservation Commission.

7. Discuss and Consider a Resolution Appointing David Herring to Serve on the Historic Preservation Commission.

8. Motion to Recess Regular Meeting and Enter Public Hearing.

9. Public Hearing No. 1

The purpose of this public hearing is to discuss the proposed Fiscal Year 2021 Budget for the Village of Pinehurst.

10. Motion to Adjourn Public Hearing and Re-Enter Regular Meeting.

11. Discuss and Consider a Contract for Legal Services for FY 2021
12. Presentation of Financial Statements for the Quarter Ended March 31, 2020.
13. Other Business.
14. Comments from Attendees.
15. 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.



**COUNCIL
ADDITIONAL AGENDA DETAILS:**

ATTACHMENTS:

Description

- ▣ 2020 Key Partners List



Council Member to Report	Partners & Collaborators
John Strickland	Moore County Transportation Committee
	Neighborhood Advisory Committee
	Pinehurst Resort
Judy Davis	Tri-Cities Work Group (Pinehurst, So. Pines, Aberdeen)
	FirstHealth
	Moore County
Lydia Boesch	Pinehurst Business Partners
	Convention and Visitors Bureau
	Bicycle and Pedestrian Advisory Committee
Kevin Drum	Triangle J. COG
	Partners in Progress
Jane Hogeman	NCDOT/TARPO
	Beautification Committee
	Moore County Schools



CONSIDER A RESOLUTION DONATING TURNOUT GEAR TO FIRE ACADEMIES

ADDITIONAL AGENDA DETAILS:

FROM:

Carlton Cole

CC:

Jeff Sanborn

DATE OF MEMO:

5/20/2020

MEMO DETAILS:

The fire department through its personal protective equipment replacement program has accumulated several articles of turnout gear over the last three years that have met the end of their service life. The established service life and replacement program complies with National Fire Protection Association standards of replacement after 10 years. There are 17 complete bunker coat and pants sets, and 6 additional bunker coats. The equipment has been removed from service and should not be sold as surplus for emergency responses. However, the equipment can be utilized for training in non-hazardous environments.

Sandhills Community College will begin a high school firefighter program in the fall of 2020; and Montgomery County Schools is operating a high school fire academy program. Both are in need of turnout gear for instructional purposes. It will not be utilized for live fire training or actual fire response calls. North Carolina General Statute 160A-280 permits the village council to transfer personal property that is deemed surplus to other governmental units through the adoption of a resolution. It is my recommendation that our decommissioned turnout gear be donated to Sandhills Community College and Montgomery County Schools to support their high school fire academy programs for educational, and non-hazardous purposes. Both entities serve as potential recruitment sources for the fire department.

A resolution is attached for your consideration. If you have any questions please let me know.

ATTACHMENTS:

Description

- ☐ Resolution 20-15
- ☐ Request from SCC
- ☐ Request from MCS
- ☐ NCGS 160A-280
- ☐ Public Notice

RESOLUTION #20-15

A RESOLUTION DONATING SURPLUS TURNOUT GEAR TO FIRE ACADEMY PROGRAMS

WHEREAS, the Fire Department has 26 turnout coats and 17 turnout pants, that have met the end of their service life and have been declared surplus property; and

WHEREAS, a request has been made by Sandhills Community College and Montgomery County Schools for the donation of surplus turnout gear for use in high school fire academy programs, copies of which are attached; and

WHEREAS, pursuant to North Carolina General Statute 160A-280, the Village may transfer to another governmental unit or an incorporated nonprofit corporation personal property that the governing board determines to be surplus, obsolete, or unused; and

WHEREAS, Sandhills Community College is an institution of higher learning and Montgomery County Schools is public school district, both being organized and existing pursuant of the laws of the State of North Carolina; and

WHEREAS, the Village of Pinehurst has surplus turnout gear, and the Village Manager and Fire Chief recommend be donated to Sandhills Community College fire and rescue programs; and Montgomery County Schools high school fire academy program; and

WHEREAS, the Village Council believes that the donation of the surplus turnout gear will aid in the training of firefighting personnel, and provide potential future recruitment benefits for the Fire Department; and

WHEREAS, the Village Council is of the opinion that it is in the best interest of the citizens of the Village of Pinehurst that this resolution be adopted.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled on this 26th day of May, 2020, as follows:

SECTION 1. That Twelve sets of turnout gear identified as surplus according to village policy be donated to Sandhills Community College fire and rescue programs; and five sets of turnout gear and six coats be donated to Montgomery County Schools high school fire academy program.

SECTION 2. That the donation of said surplus turnout gear is hereby approved and accepted.

SECTION 3. That this Resolution shall be effective upon adoption.

THIS RESOLUTION passed and adopted this the 26th day of May, 2020.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

DRAFT

J. Carlton Cole

From: Michelle Bauer <bauerm@sandhills.edu>
Sent: Thursday, April 16, 2020 11:52 AM
To: J. Carlton Cole
Subject: Turnout Gear Request

Dear Chief Cole,

Sandhills Community College's Fire & Rescue program will be offering a high school firefighter program to Moore County high school students starting in Fall 2020. This program will provide high school juniors and seniors throughout Moore County the opportunity to earn certifications towards the NC Firefighter certification while still in high school and receive college and high school dual enrollment credit. Ensuring our students have access to gear and equipment needed to participate in the program is critical to providing them top notch instruction and training. Our program is in need of turnout gear/personal protective equipment to be used by students during their certification classes. The gear will only be used in training classes for instructional purposes and will not be utilized for any live fire training or actual fire response calls, therefore decommissioned gear from local departments will meet program and student needs.

Thank you for any donations your department may provide to support this program. We look forward to providing this new opportunity to our local high school students in the fall. We are excited to introduce our youth to a public safety career and quite possibly train some future firefighters that might one day serve the Village of Pinehurst.

Stay safe and be well,

Michelle Bauer

Director, Fire & Rescue



123 Van Dusen Hall
3395 Airport Road • Pinehurst, NC 28374
910.695.3774
sandhills.edu

Take a Virtual Tour of our [Larry R Caddell Public Safety Training Center!!](#)

Watch our program video:

<https://www.youtube.com/watch?v=LZZgr25Cz2o&feature=youtu.be>

Follow us on social media.



E-mail correspondence to and from this sender may be subject to the North Carolina Public Records law and may be disclosed to third parties.



**441 Page Street • P.O. Box 427
Troy, North Carolina 27371-0427
PHONE: (910) 576-6511 • FAX: (910) 576-2044**

To whom it may concern,

The high school fire academy of Montgomery County Schools is requesting outdated turnout gear from the Village of Pinehurst Fire Department. This gear will be worn during training exercises and will not be used in any IDLH environment. All of Pinehurst Fire insignias can be removed or covered and will no longer be a representing item of the Village of Pinehurst. Thank you for considering to donate these items to the public school system they will be used towards the training of future firefighters.

Sincerely,
Casey Galloway
Montgomery County High School
Fire Academy Instructor
Casey.galloway@montgomery.k12.nc.us

§ 160A-280. Donations of personal property to other governmental units.

(a) A city may donate to another governmental unit within the United States, a sister city, or a nonprofit organization incorporated by (i) the United States, (ii) the District of Columbia, or (iii) one of the United States, any personal property, including supplies, materials, and equipment, that the governing board deems to be surplus, obsolete, or unused. The governing board of the city shall post a public notice at least five days prior to the adoption of a resolution approving the donation. The resolution shall be adopted prior to making any donation of surplus, obsolete, or unused personal property. For purposes of this section a sister city is a city in a nation other than the United States that has entered into a formal, written agreement or memorandum of understanding with the donor city for the purposes of establishing a long term partnership to promote communication, understanding, and goodwill between peoples and to develop mutually beneficial activities, programs, and ideas. The agreement or memorandum of understanding establishing the sister city relationship shall be signed by the mayors or chief elective officer of both the donor and recipient cities.

(b) For the purposes of this section, the term "governmental unit" shall have the same meaning as defined by G.S. 160A-274(a) and shall include North Carolina charter schools.

(c) The authority granted to a city under this section is in addition to any authority granted under any other provision of law. (2007-430, s. 1; 2009-141, ss. 1, 2, 3.)

**PUBLIC NOTICE
VILLAGE OF PINEHURST**

NOTICE IS HEREBY GIVEN THAT the Village Council for the Village of Pinehurst, pursuant to NCGS 160A-280, will consider a resolution on May 26, 2020, at their regular meeting, approving the donation of surplus items to Sandhills Community College and Montgomery County Schools for Fire Academy programs. The property to be donated includes, 26 turnout coats and 17 turnout pants.

Beth Dunn, Village Clerk



**PUBLIC SAFETY REPORTS
ADDITIONAL AGENDA DETAILS:**

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

5/18/2020

MEMO DETAILS:

Attached are the April, 2020 Public Safety reports.

ATTACHMENTS:

Description

- 📎 Fire Report for April, 2020
- 📎 Police Report for April, 2020



HISTORY, CHARM, AND SOUTHERN HOSPITALITY

SUMMARY FOR THE MONTH OF APRIL 2020

SUMMARY OF INCIDENT CALLS

	<i>NUMBER THIS MONTH</i>	<i>NUMBER FYTD</i>	<i>NUMBER THIS MONTH LAST YEAR</i>	<i>NUMBER FYTD LAST YEAR</i>	<i>PERCENTAGE YTD</i>
TYPE OF INCIDENT					
Fire	4	42	3	36	17%
Overpressure Rupture, Explosion, Overheat - no fire	0	5	0	2	150%
Rescue & EMS Incidents	15	440	50	460	-4%
Hazardous Conditions - no fire	7	126	11	149	-15%
Service Call	29	288	19	264	9%
Good Intent Call	23	251	25	262	-4%
False Alarm & False Call	30	288	28	313	-8%
Severe Weather & Natural Disaster	32	39	2	94	-59%
Special Incident Type	0	1	0	0	100%
TOTAL INCIDENTS	140	1480	138	1580	-6%

SUMMARY OF INSPECTION

	<i>NUMBER THIS MONTH</i>	<i>NUMBER FYTD</i>	<i>NUMBER THIS MONTH LAST YEAR</i>	<i>NUMBER FYTD LAST YEAR</i>	<i>PERCENTAGE YTD</i>
TYPE OF INSPECTIONS					
Residential	7	110	4	90	22%
Residential New Systems	0	0	0	0	0%
Residential Fire Sprinkler	0	3	1	10	-70%
Commercial	10	114	4	161	-29%
Plan Review/Site Inspections	8	28	3	42	-33%
Reinspection	1	110	9	168	-35%
Occupancy Certificates	0	9	0	1	800%
TOTAL INSPECTIONS	26	374	21	472	-21%
Violations Found:	7	138	9	408	-66%
YTD Violations to be Corrected:		131		400	
YTD Violations Corrected:		84		363	
Correction Percentage:		64%		91%	

May 5, 2020

J. Carlton Cole, Fire Chief

FIRE DEPARTMENT

395 Magnolia Road • Pinehurst, NC 28374 • Telephone (910) 295-5575 • Fax (910) 295-4861 • www.vopnc.org



PINEHURST FIRE DEPARTMENT

By The Numbers - April 2020



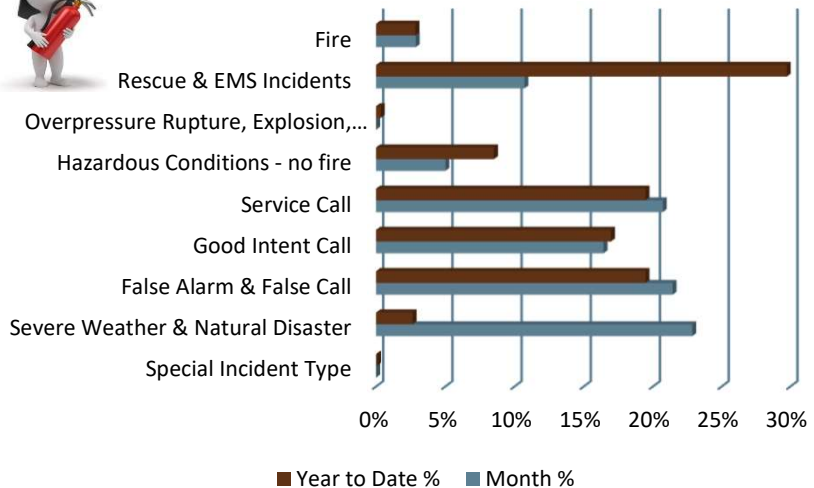
Month

Calls for Service **140**
 % Overlapping Incidents **29.29%**
 Busiest Day of Week **MON**
 Busiest Hour of Day **7 am**
 # of Times Staff Recalled **3**

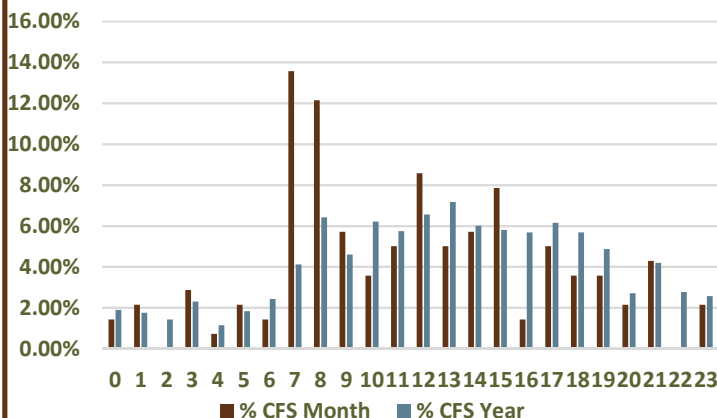
Year

Calls for Service **1480**
 % Overlapping Incidents **10.62%**
 Busiest day of Week **MON**
 Busiest Hour of Day **1 pm**
 # of Times Staff Recalled **15**

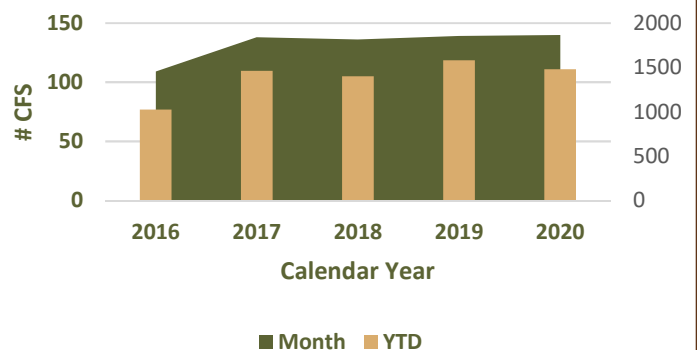
% of Calls for Service (CFS)



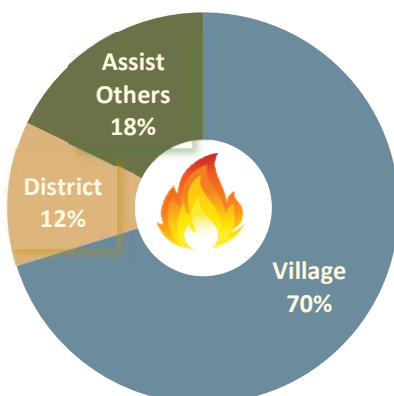
% CFS BY HOUR OF DAY



5 Year Comparison Through this Month of Year



LOCATION OF CFS FOR FY20



Inspections Completed this

MONTH **26**
 YEAR **374**

Code Violations Found this

MONTH **7**
 YEAR **138**

Percentage of Violations

Corrected YTD **64%**



Days Since Last Lost Time Accident in FD **77**

YTD Training Hours

IN HOUSE **5675**
 OUTSIDE **621.25**



Public Awareness Contacts

MONTH **18,883**
 YTD **54,508**



Police Department Monthly Report to Council

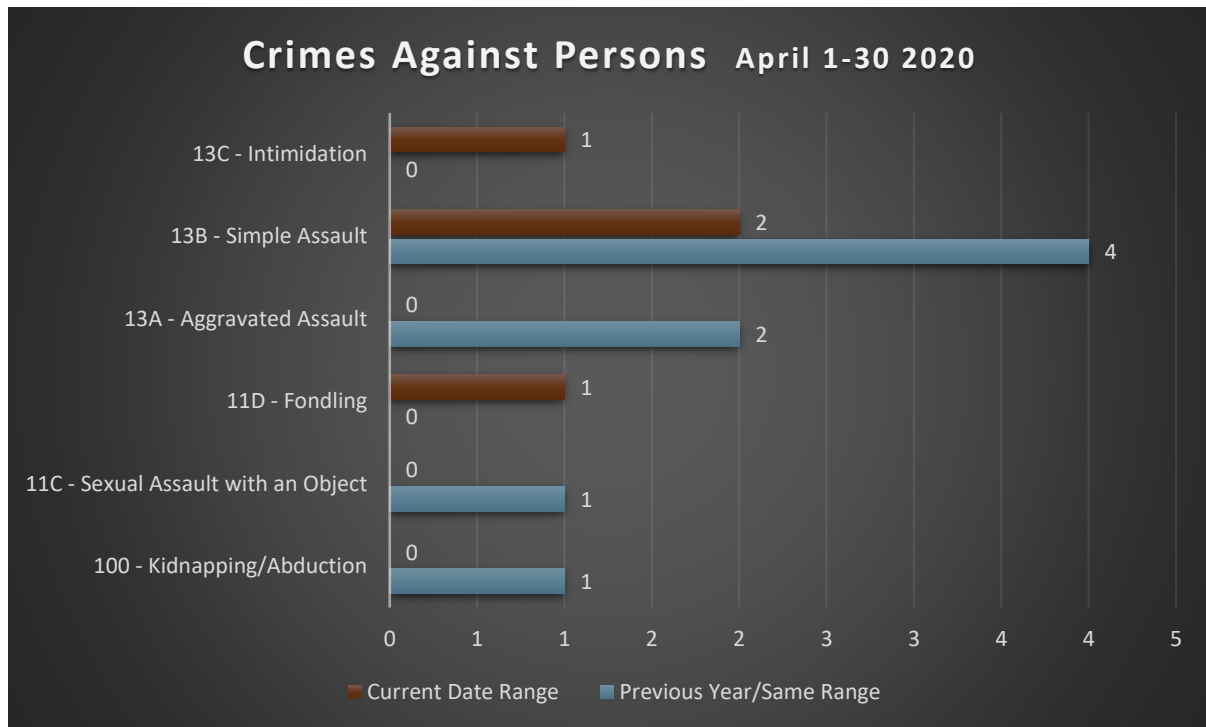
April 2020



Prepared by
Chief Earl L. Phipps

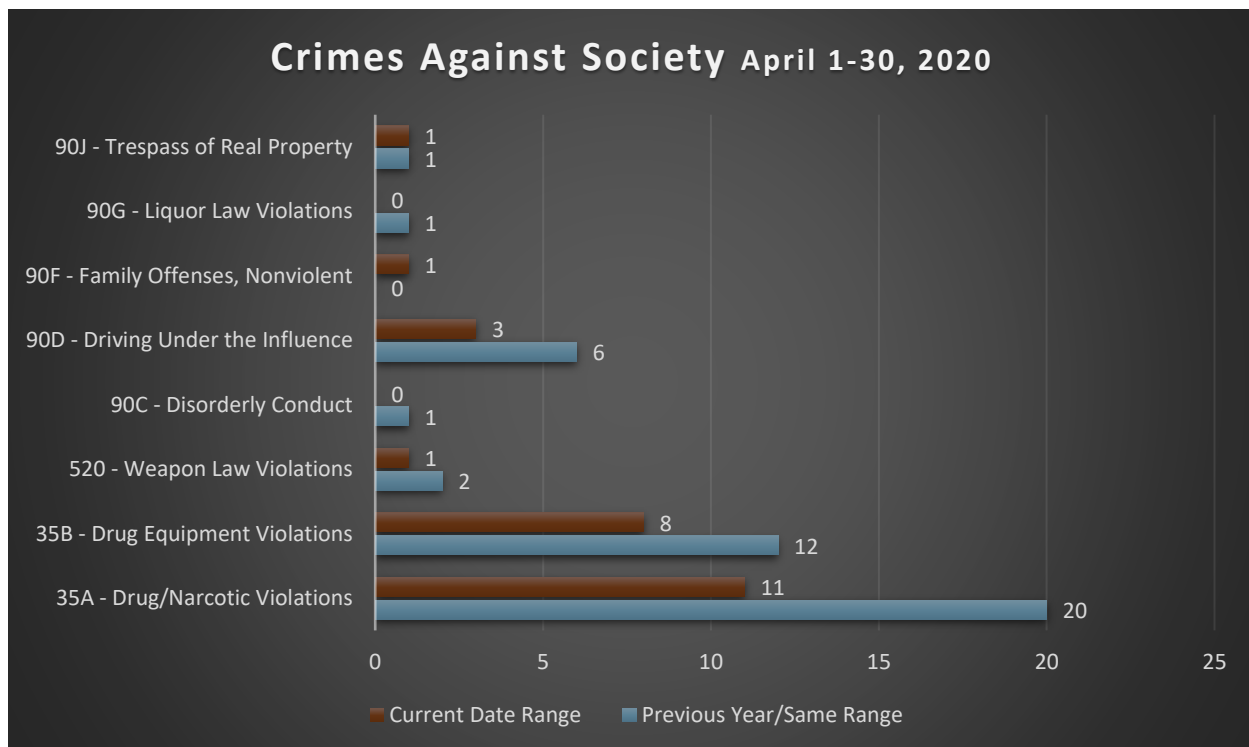
05/11/2020

Monthly Report April 1 through 30, 2020 (With Previous Year / Same Month Range)



April 2020 Total Crimes against Persons: 4

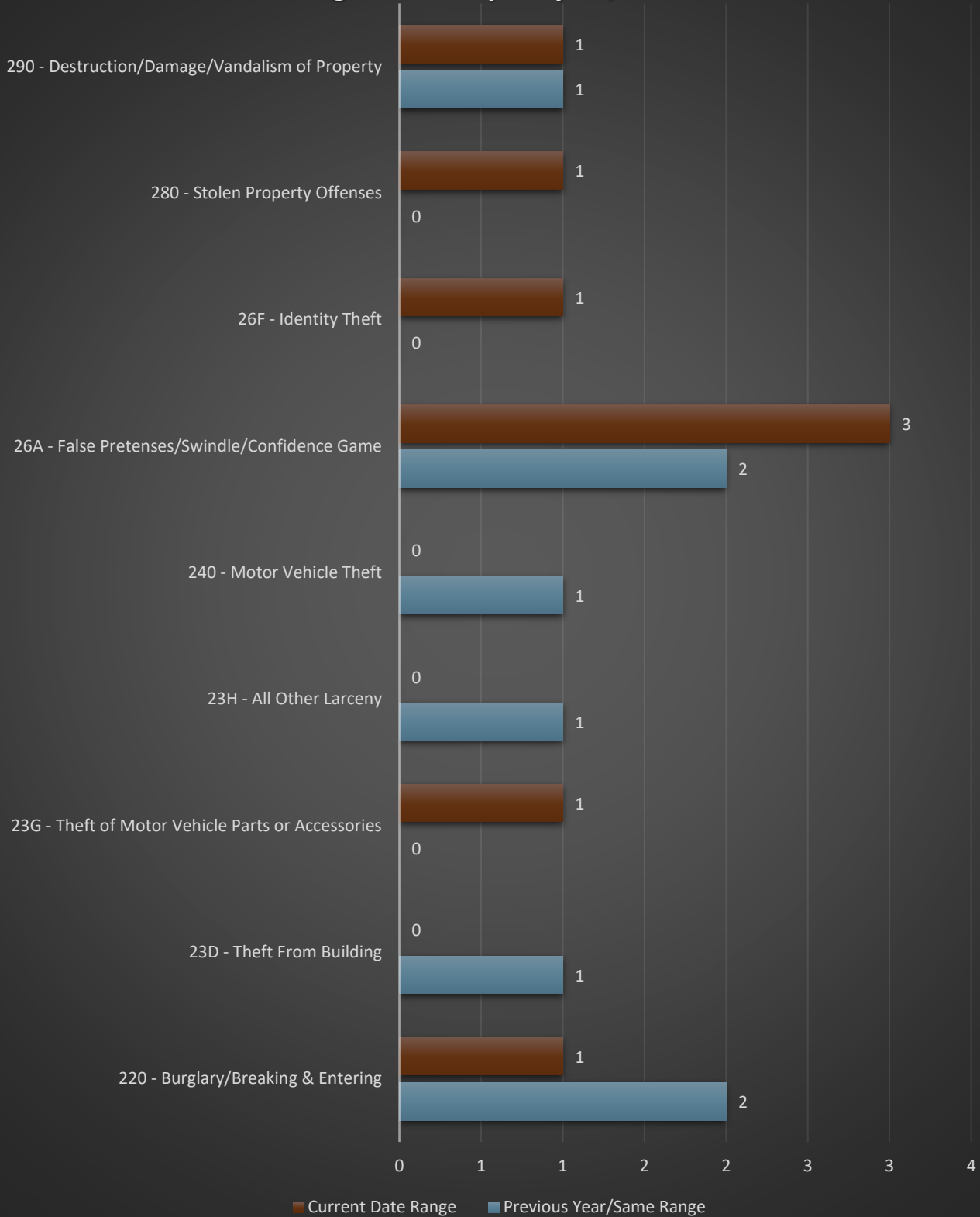
April 2019 Total Crimes against Persons: 8



April 2020 Total Crimes against Society: 25

April 2019 Total Crimes against Society: 43

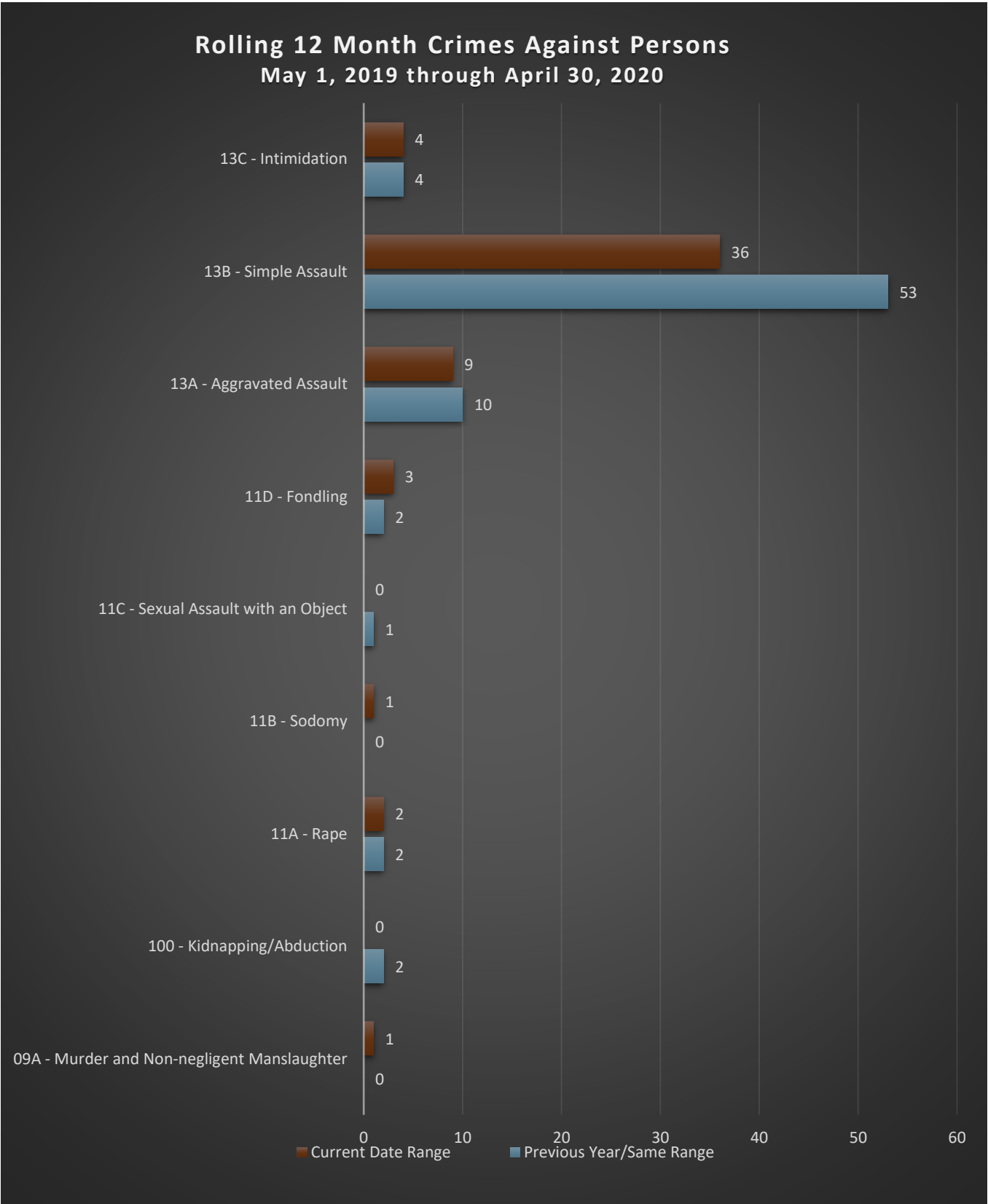
Crimes Against Property April 1-30 2020



April 2020 Total Crimes against Property: 8

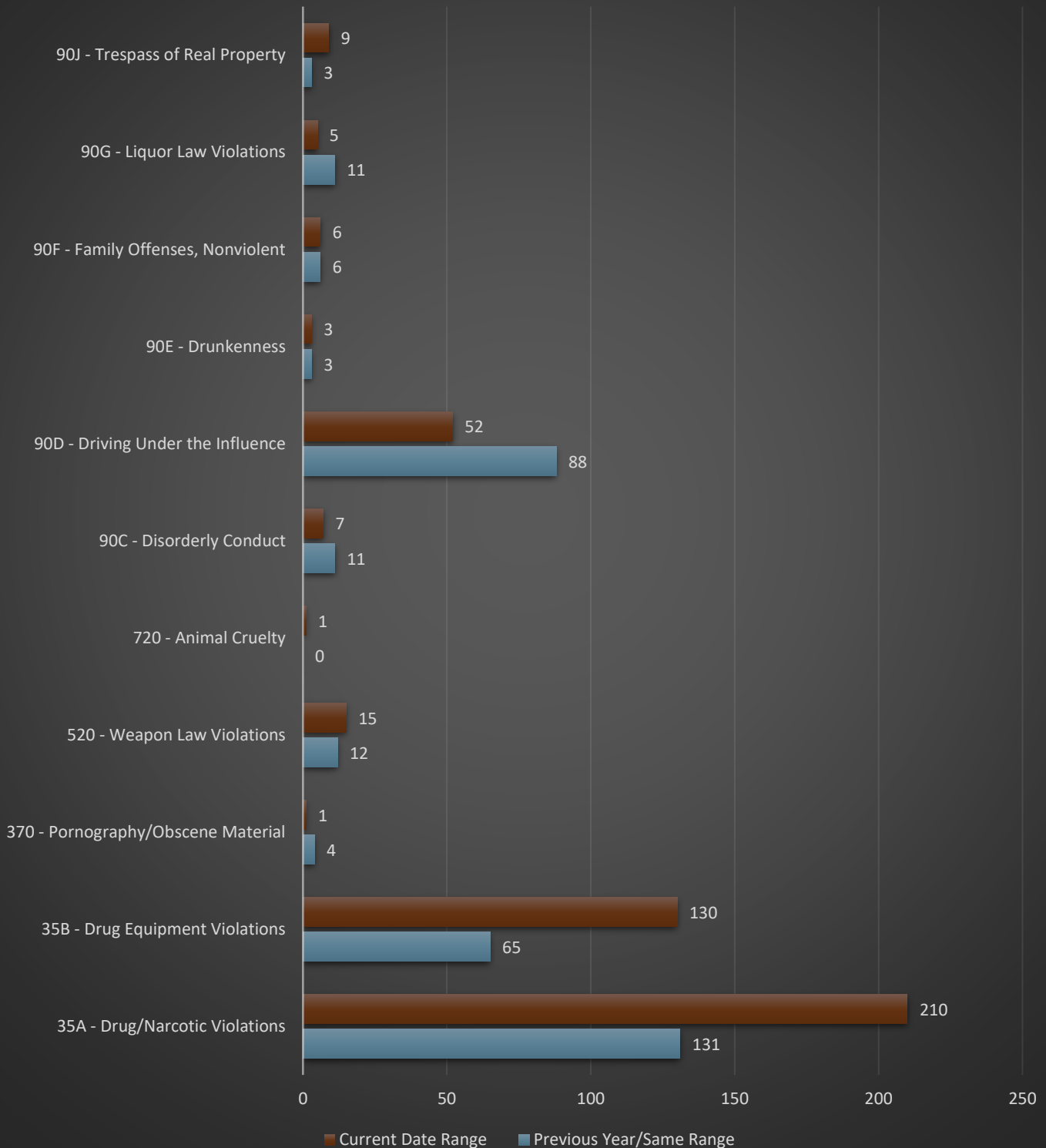
April 2019 Total Crimes against Property: 8

Rolling 12 Month Crimes Reported (With Previous Year 12 Month Total)



Rolling 12 Month 2020 Total Crimes against Persons: 56
Rolling 12 Month 2019 Total Crimes against Persons: 74

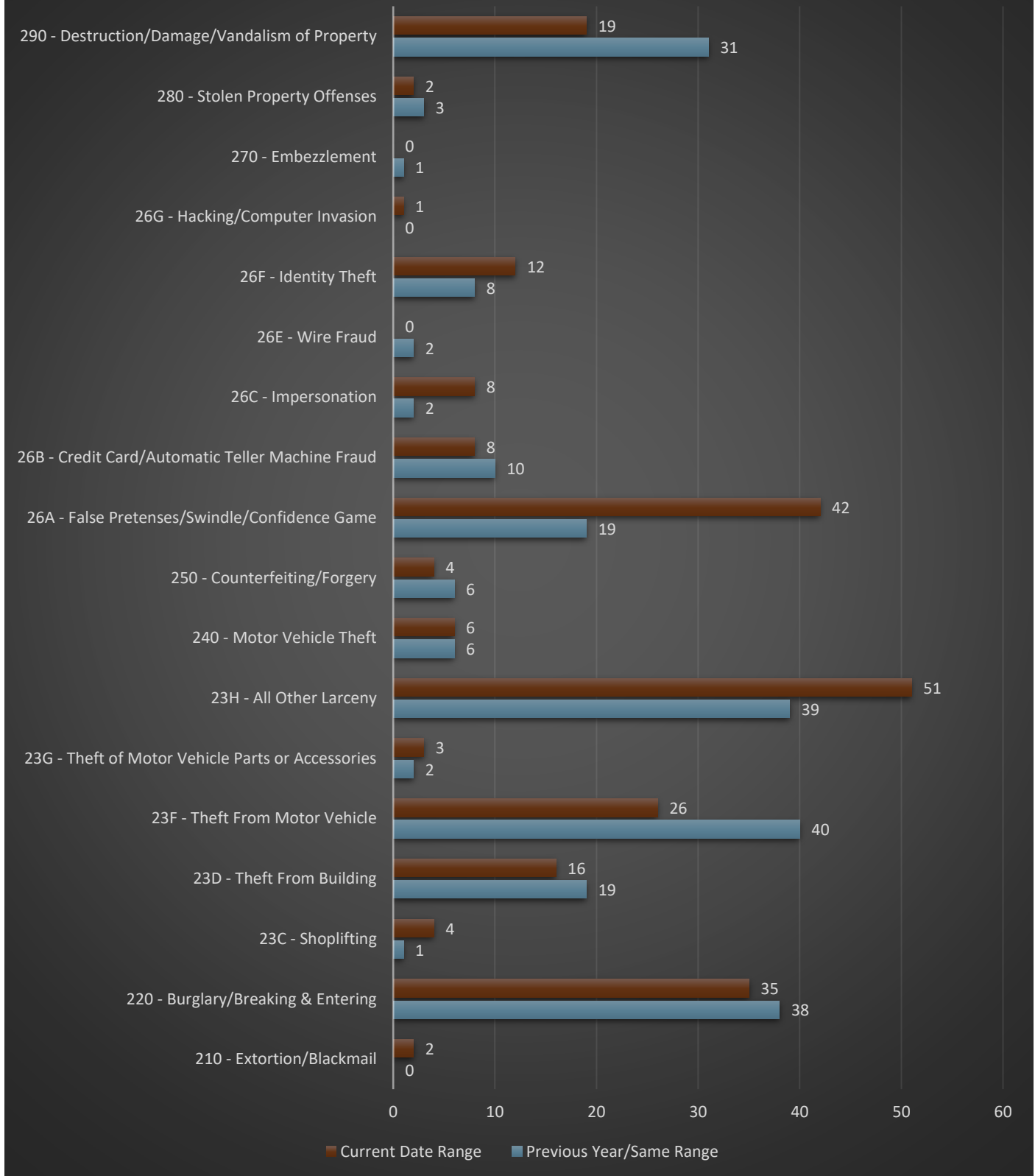
Rolling 12 Months Crimes against Society May 1, 2019 through April 30, 2020



Rolling 12 Month Total Crimes against Society 2020: 439

Rolling 12 Month Total Crimes against Society 2019: 334

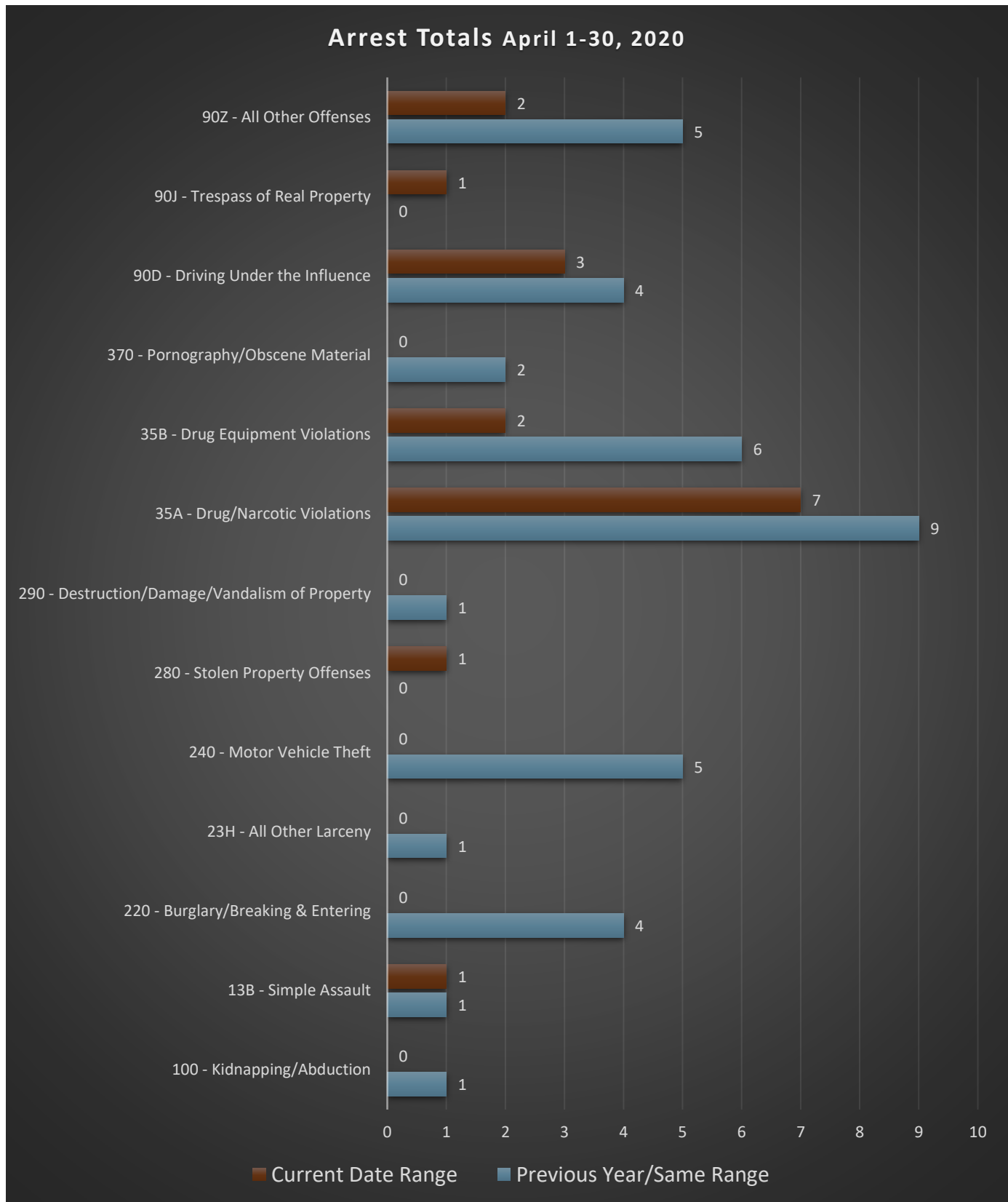
Rolling 12 Months Crimes against Society May 1, 2019 through April 30, 2020



Rolling 12 Month Total Crimes against Property 2020: 239

Rolling 12 Month Total Crimes against Property 2019: 227

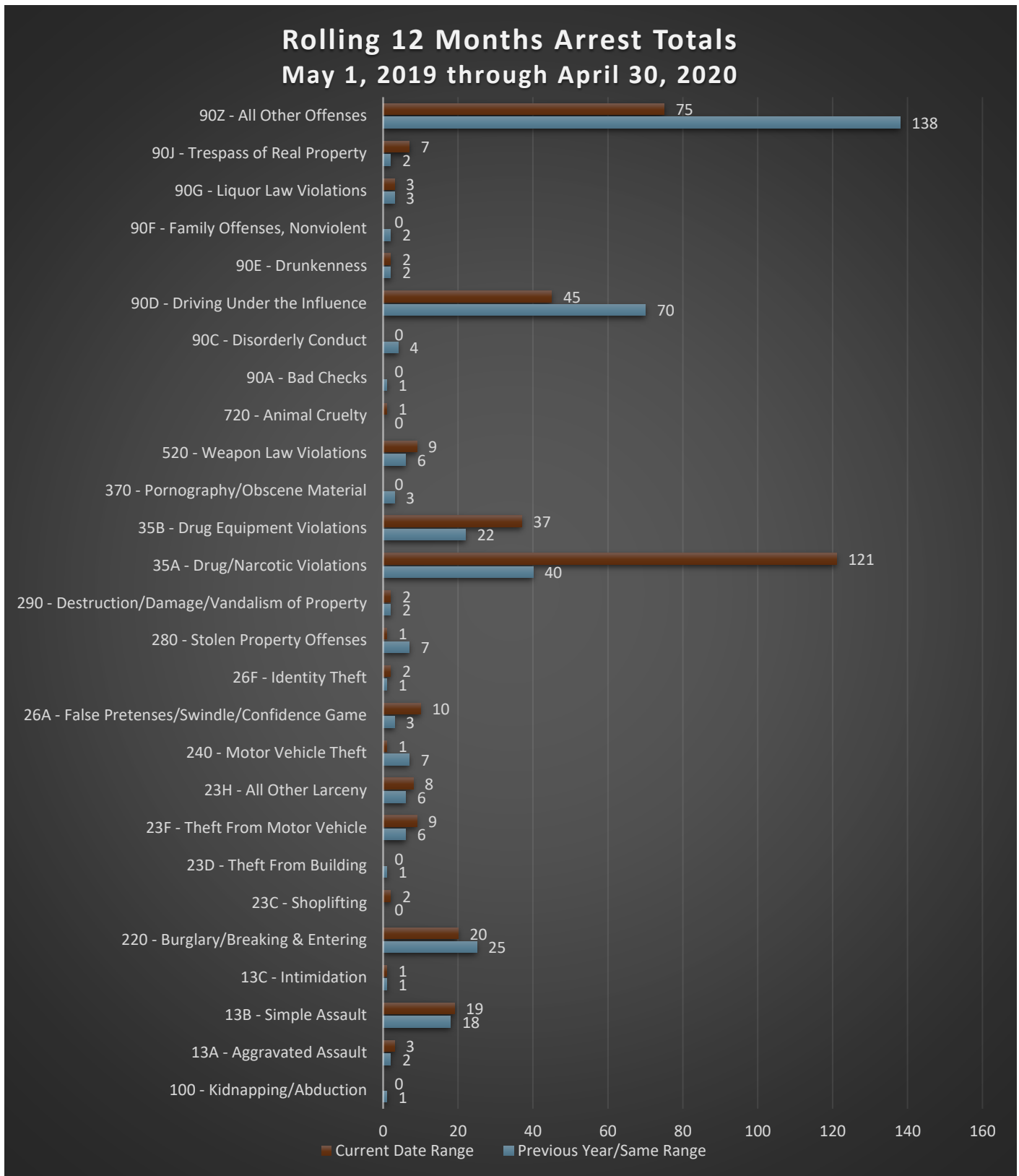
Arrest Totals April 1 through 30, 2020 (With Previous Year / Same Month Range)



April 2020 Total Arrests: 17

April 2019 Total Arrests: 39

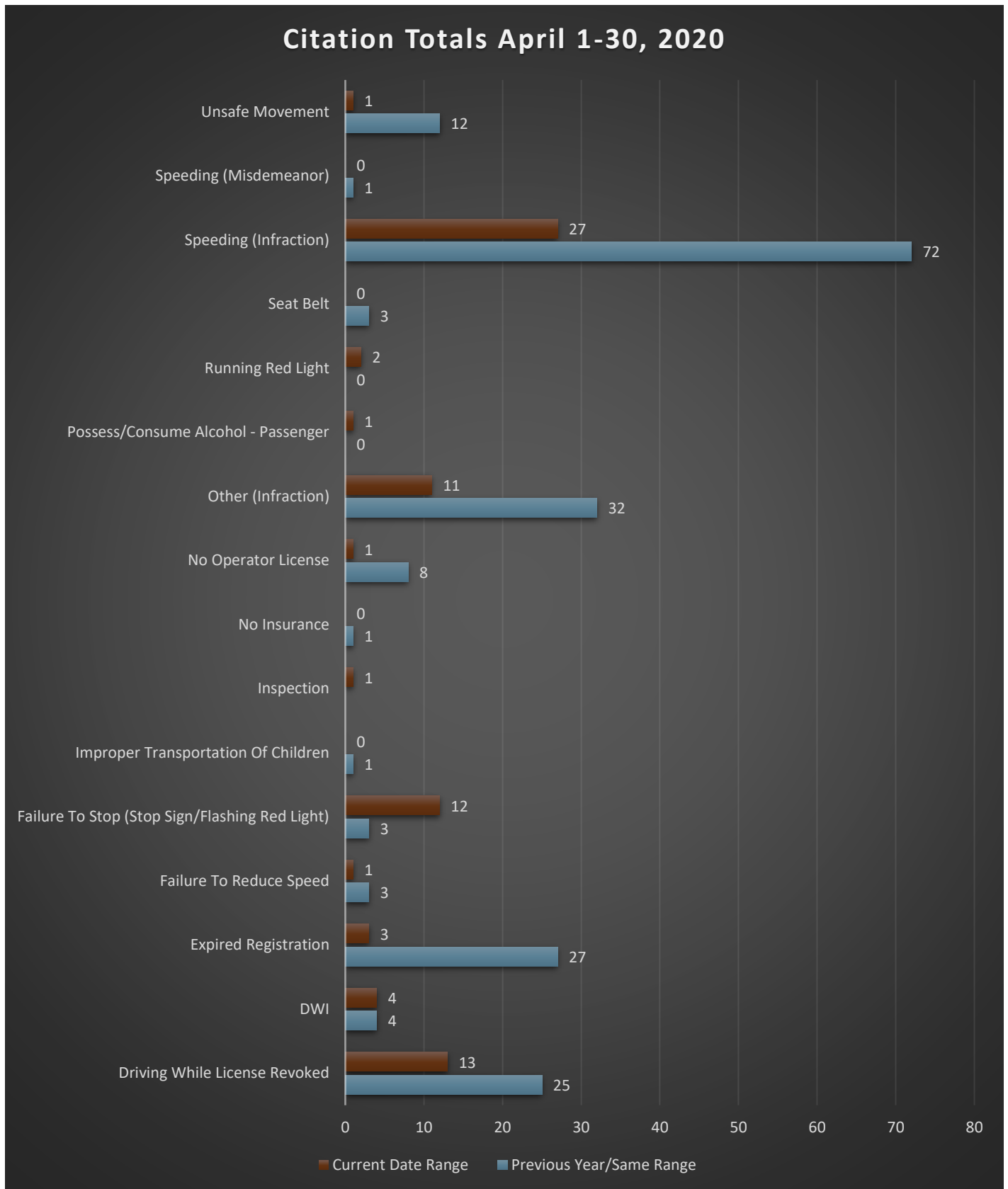
Rolling 12 Month Arrest Totals: May 1, 2019- April 30, 2020 (With Previous Year Same 12 Month Range):



Rolling 12 Month Arrest Totals 2020: 378

Rolling 12 Month Arrest Totals 2019: 373

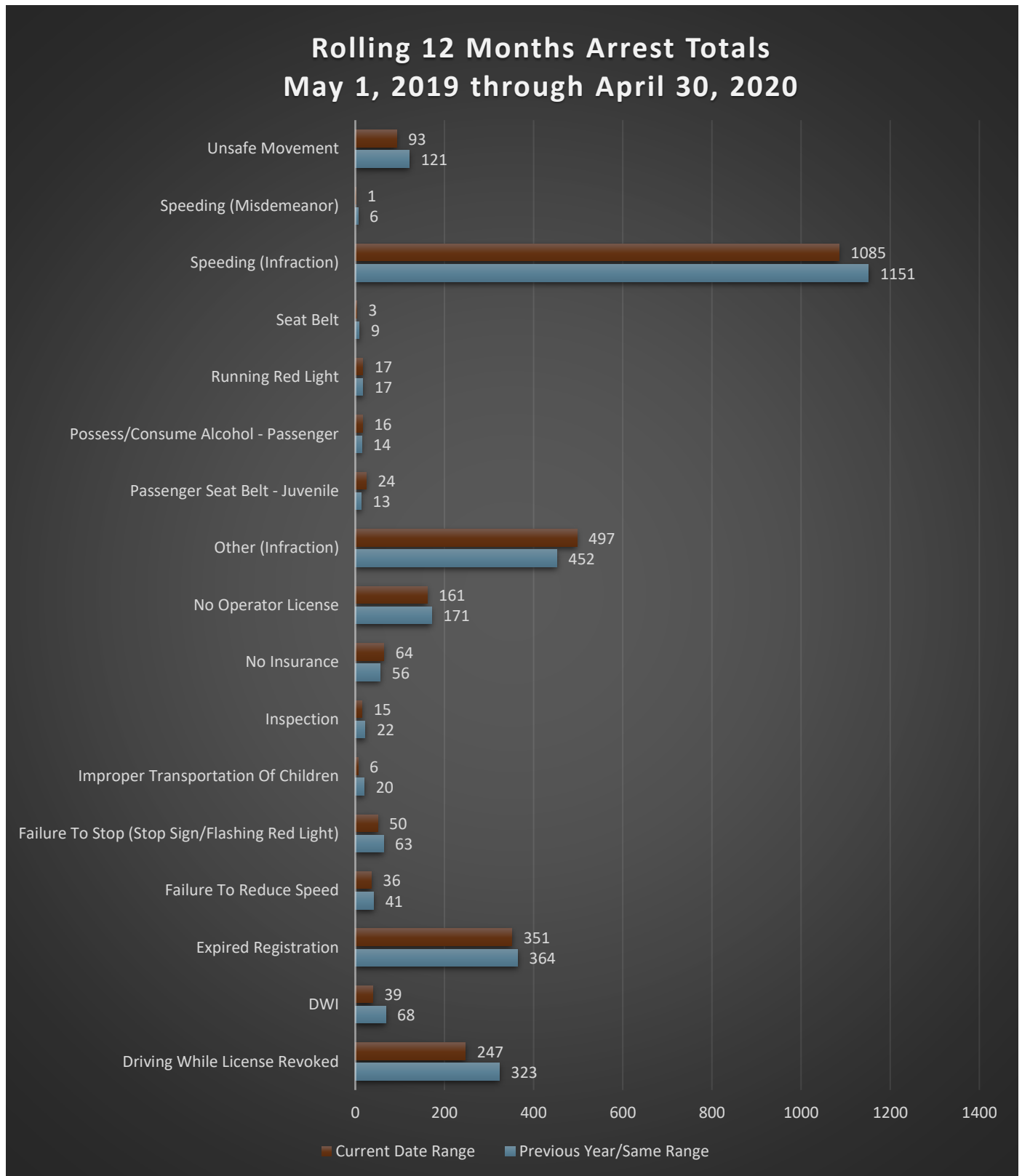
Citation Totals April 1-30, 2020 (With Previous Year / Same Month Range)



April 2020 Total Citations: 43

April 2019 Total Citations: 129

Rolling 12 Month Citation Totals: May 1, 2019- April 30, 2020 (With Previous Year Same 12 Month Range):



Rolling 12 Month 2020 Total Citations: 2705

Rolling 12 Month 2019 Total Citations: 2911



**APPROVAL OF VILLAGE COUNCIL MEETING MINUTES.
ADDITIONAL AGENDA DETAILS:**

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

5/18/2020

MEMO DETAILS:

Attached are the draft minutes from the Village Council Special Meeting on May 5, 2020 and the Regular Meeting, Work Session and Closed Session on May 12, 2020.

ATTACHMENTS:

Description

- ☐ May 5, 2020 Special Meeting
- ☐ May 12, 2020 Regular Minutes
- ☐ May 12, 2020 Work Session



**VILLAGE COUNCIL
MINUTES FOR SPECIAL MEETING OF MAY 5, 2020
VIDEO CONFERENCE - ZOOM
PINEHURST, NORTH CAROLINA
9:30 AM**

The Pinehurst Village Council held a special meeting at 9:30 a.m., Tuesday, May 5, 2020 remotely, via Zoom. The following were in remote attendance of the meeting:

Mr. John C. Strickland, Mayor
Ms. Judy Davis, Mayor Pro Tem
Ms. Lydia Boesch, Councilmember
Mr. Kevin Drum, Councilmember
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 3 attendees, including 3 staff members

1. Call to Order.

Mayor Strickland, called the Village Council special meeting to order.

2. Discuss Library Needs Assessment.

Natalie Hawkins, Assistant Village Manager, explained that based on the Council's discussion on April 28th, the Council's expectations for the Preliminary Report and ETC Survey have not been met. Staff and our consultants have reflected on the Council's discussion and have identified potential ways to address the Council's concerns that arose.

Ms. Hawkins reviewed the terms of the Council approved contract for the consultants, Library IQ. Council had a discussion to determine what specific changes they would like made to the Preliminary Needs Assessment Report. Ms. Hawkins suggested creating a separate document that summarizes the preliminary findings and focuses on the quantitative data we have to date. Council identified the following missing information from the Preliminary Report that they would like to see in a separate document:

- Information on existing library services (number of patrons, square footage allocated to library/archives/basement, library budget, Village's annual funding percentage, hours of operation, collection size, deed restrictions, path to public library-interlibrary loan possibilities, etc).
- Village's legal ability to fund a private library.
- Average libraries in Moore County and State
- Library services in areas with similar demographics.

Ms. Hawkins reviewed a format on how to present the key preliminary findings and the facts to back up those findings. Councilmember Hogeman stated she would also like to see any countering information as well. Ms. Hawkins stated she would work on drafting a summary document with facts, no conclusions, and no recommendations for Council to review at their work session on May 12th. She also noted she will include background the 1 million initial contribution that Council previously made to the library.

3. Motion to Adjourn.

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Boesch, Council unanimously approved to adjourn the special meeting by a vote of 5-0 at 11:00 a.m.

Respectfully Submitted,

Beth Dunn,
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.

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

Values: Service, Initiative, Teamwork, and Improvement



**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF MAY 12, 2020
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

The Pinehurst Village Council held a Regular Meeting at 4:30 p.m., Tuesday, May 12, 2020 remotely, via Zoom. Assembly Hall, located at Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina was open to the public to view the remote meeting live and to provide public comments in real time.

The following were in remote attendance of the meeting:

Mr. John C. Strickland, Mayor
Ms. Judy Davis, Mayor Pro Tem
Ms. Lydia Boesch, Councilmember
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 5 attendees, and 5 staff members.

Excused Absence: Mr. Kevin Drum Councilmember

1. Call to Order.

Mayor Strickland, called the Village Council meeting to order.

The consensus of Council was to excuse the absence of Councilmember Kevin Drum.

2. Reports:

Village Manager

- Four (4) portable speed radar signs are being purchased.
- Eighteen (18) responses for the RFQ on the Small Area Plans have been received. He and staff will start reviewing these to get a shorter list for Council to interview.

Village Council

- Councilmember Boesch thanked staff for getting library information to them and for being so responsive.
- Mayor Pro Tem Davis said to keep in mind all the high school seniors that are graduating this year.
- Mayor Strickland stated we continue to be lucky in regards to the pandemic, as things are stable. He encouraged residents and visitors to continue to follow state and County orders. He said that he and Council are receiving many letters in regards to the pandemic and the library and noted the letters are helpful.

3. 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.

- Resolution 20-10 Honoring David Kelley for his Service on the Board of Adjustment and the Planning and Zoning Board.
- Approval of Village Council Meeting Minutes.
 - April 28, 2020 Regular Meeting
 - April 28, 2020 Closed Session
 - April 28, 2020 Work Session
- Budget Amendment Report

End of Consent Agenda.

Upon a motion by Councilmember Hogeman, seconded by Councilmember Boesch, Council unanimously approved the Consent agenda by a vote of 4-0.

4. Q3 Update on the Status of the Fiscal Year 2020 Strategic Operating Plan.

Natalie Hawkins, Assistant Village Manager, gave an update on the third quarter status of the fiscal year (FY) 2020 Strategic Operating Plan. She stated that the FY 2020 Strategic Operating Plan includes 8 Initiative Action Plans (IAPs), which are defined and measurable activities needed to accomplish our strategic objectives. Ms. Hawkins stated of those IAP's, 5 are in progress and on schedule, 2 are completed, and 1 is in progress but not on schedule. As of March 31st, the Village achieved projected performance for 6, or 75%, of the 8 IAP's.

Ms. Hawkins reviewed the IAP for Police Department Accreditation, which is currently behind, as it was delayed for one year due to staff turnover. The Police Department continued to work through policy change approvals and required documentation for accreditation during the 3rd quarter. One metric not met was for the number of participants in the Parks and Recreation Program, which is due to having to cancel programming because of COVID-19. Ms. Hawkins explained the other metric not met was for average number of days to issue single family permits for new construction or additions/alterations. This goal was slightly off due to applicants submitting incomplete applications. Staff is currently reviewing the best way to measure this data.

Mayor Pro Davis asked what the time line for the Police Department Accreditation is. Ms. Hawkins stated that IAP will carry over into the next fiscal year and Manager Jeff Sanborn noted the accreditation application is due in the fall of 2020.

5. Presentation of the Fiscal Year 2021 Budget and Strategic Operating Plan.

Jeff Sanborn, Village Manager, stated this agenda item is to present the Fiscal Year (FY) 2021 Budget and Strategic Operating Plan (SOP) that was based on the guidance provided by the Council at the annual Strategic Planning Retreats and subsequent meetings. Mr. Sanborn reviewed the Strategic Challenges and Opportunities identified by Council and the key components in the Strategic Operating Plan.

Mr. Sanborn explained the proposed FY 2021 General Fund Budget is \$21.3 million, which is 3% below the FY 2020 amended General Fund budget. The property tax rate is proposed at \$0.305, which is an increase of \$0.005. Mr. Sanborn noted this budget would include \$1.4 million of appropriated fund balance and they expect an ending fund balance of 46.9% of expenditures, which includes the \$1 million returned from the library fund.

Mr. Sanborn explained revenue projections were lowered for several revenue sources, due to the COVID-19 pandemic and staff have identified expenditures that could be delayed. Revenue projections include 1.28% growth in the real property tax base, assumes 100 new homes in FY 2021, building permits and planning/zoning fees at an estimated \$286,000 decline from FY 2020, and an estimated decline in investment income by \$155,000 from FY 2020. Mr. Sanborn stated that the revenue for the local options sales tax is forecasted at \$3.72 million in this budget, which is substantially less than what we would typically forecast. The North Carolina's League of Municipalities (NCLM) prepared three local option sales tax growth/loss scenarios ranging in severity from moderate to most conservative. The Village's estimate on local option sales tax is most similar to the NCLM severe projection. Mr. Sanborn noted that the Village may also absorb a \$1.45 million decline in revenue, 39% less than budgeted, and still maintain

fund balance at 40% of expenditures.

Mr. Sanborn reviewed key items for FY 2021 General Fund expenditures. Cost of living adjustment of 1.8% plus merit pay raises at an average of 2% are included. This budget assumes the Village will continue to pay 100% of employee health and dental insurance premiums, which will include an estimated 10% increase in those premiums. Mr. Sanborn explained there is \$506,000 included for Comprehensive Plan strategies, which is almost \$0.015 on the tax rate. Mr. Sanborn also reviewed items staff have identified as potential expenditure deferrals, due to COVID-19 revenue shortfalls. Mr. Sanborn suggested maybe deferring the items on this list at least for the first quarter until we see the actual revenue impacts for COVID-19. Mr. Sanborn reviewed the capital projects for FY 2021, which total \$2.2 million.

Mr. Sanborn reviewed the highlights of the proposed FY 2021 five-year forecast, which includes a tax rate increase of \$0.005 per year for FY 2022-2024, no tax rate increase planned for FY 2025. Mr. Sanborn explained that key external sources of operating expenditure pressures continue to include the state mandated retirement contribution increases and County mandated tipping fees. Salaries and benefits in the 5 year forecast include cost of living adjustments of 1.8%, merit raises averaging 2% funded in FY 2021-2025, an addition of .75 full-time equivalents (FTEs) in FY 2021-2025, and restructuring one department.

Mr. Sanborn explained that the uncertainty of local option sales tax continues to be a concern, however, the Village has the capacity and will be alright. He noted that the Village will not see the impacts on revenue until June, when we receive the sales tax received for March. Once those numbers start coming in we can run new projections and amend the budget as necessary.

Mayor Strickland stated he would like to discuss, in the budget workshops, if there is any changes state mandated pension contributions and also maintenance and up keep of Pinehurst. Mayor Tem Davis noted she would like to see the sales tax projections that were used in the 5 year forecast. Councilmember Hogeman asked the number for FY 2020 sales tax was. Broke Hunter, Financial Services Director, stated that the mid-year sales tax projection was 3.8 million for FY 2020.

Budget workshops will be held on May 19th and May 21st. The public hearing on the FY 2021 budget will be at the next regular Council meeting, May 26th at 4:30 pm. Council will adopt the budget at their regular Council meeting on June 9th at 4:30 p.m.

6. Other Business.

No other business was discussed.

7. Comments from Attendees.

- Michael and Brenda Xeroteris, Idlewild Road, submitted the following public comment by email: Dear Village Council Members, This letter is to appreciate the great services provided by the Pinehurst Police Department, and of Glen Webb, Deputy Chief of Police. Earlier this month, we wrote a letter to the Village Council to address some neighborhood concerns particularly related to street safety. Whether you're a concerned resident, a visitor, a worker, you want to do everything you can to make sure you, your loved ones and your neighbors can enjoy driving, walking and playing safely in your neighborhood and we were facing numerous street safety issues particularly related to speeding, disregard of roadway signage (stop signs), and NC Bicycle Helmet Laws. As you may or may not be aware, roadways without sidewalks are more than twice as likely to have vehicle and pedestrian related accidents and injuries and as the saying goes, "An ounce of prevention is worth the pound of cure". After our letter was sent to the Village Council, we received an email on April 16, 2020 from Glen Webb, Deputy Chief of Police who wanted to personally reach out to let us know that our concerns have been heard and he (Webb) ordered a patrol team, traffic team, and impact team to conduct high visibility patrols. We immediately started to see a few patrols; however, the safety concerns did not seem to improve, and we started to notice more pedestrians and more children at play on bicycles, skateboards and scooters playing in the streets, close to intersections. On Sunday, May 03, 2020, we forwarded a letter to him (Webb) that we had received and had sent to our Neighborhood Watch Committee, as we knew he seemed genuinely interested about our concerns. Upon receiving this e-mail (which was on a Sunday evening), he immediately responded and followed up again responding several times on Monday, as well as taking additional follow-up actions again on Wednesday. The increased patrols, in our opinion were already making a difference as we noticed a few cars that regularly drove fast in our neighborhood had started to slow down. The Village of Pinehurst Police Department has an excellent team who are working hard for the residents of Pinehurst. We personally want to thank the Village Council, the Pinehurst Police Department, and specifically acknowledge Glen Webb for his extraordinary customer service and mindfulness for community safety and for a better neighborhood." They also submitted screen shots of comments, on the website Next Door Neighbor, from residents in the community recognizing the increased patrols.

8. Motion to Adjourn.

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Boesch, Council unanimously approved to adjourn the regular meeting by a vote of 4-0 at 5:51 p.m.

Respectfully Submitted,

Beth Dunn,
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.

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

Values: Service, Initiative, Teamwork, and Improvement



**VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF MAY 12, 2020
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

IMMEDIATELY FOLLOWING THE REGULAR MEETING

The Pinehurst Village Council held a work session at 6:04 p.m., Tuesday, May 12, 2020 remotely, via Zoom. Assembly Hall, located at Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina was open to the public to view the remote meeting.

The following were in remote attendance:

Mr. John C. Strickland, Mayor
Ms. Judy Davis, Mayor Pro Tem
Ms. Lydia Boesch, Treasurer
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 4 attendees, including 4 staff.

Excused Absence: Mr. Kevin Drum, Councilmember

1. Call to Order.

Mayor John Strickland, called the Council work session to order.

2. Discuss Library Needs Assessment.

Natalie, Hawkins, Assistant Village Manager, presented a draft document that she and the consultant have prepared, which includes background information on the Library Needs Assessment. Ms. Hawkins explained the document contains an overview of the current library services, benchmark comparisons, and best practices. The intent of the document is to inform residents about some of the background as how we have got here and where we are now in the process. Ms. Hawkins asked if Council wanted to include results from the public input received to date. Mayor Pro Tem Davis stated she feels that information should be included. Mayor Strickland asked what those results would look like in the report. Ms. Hawkins explained those results could be presented at a high level overview and include the methods used and the number of participants.

Ms. Hawkins reviewed the draft document with Council to make sure the information needed was included. Jeff Sanborn, Village Manager, stated all the information in the document, Ms. Hawkins has prepared, is very useful for the public to make a decision as to what they would be willing to pay for library services. Mayor Strickland asked if we could get clarification on the number of visitors reported for 2019 and the number of new library members reported each month. Councilmember Hogeman suggested adding the financial information for the Southern Pines Library. Council discussed the benchmark groups to compare to library services to. Mayor Pro Tem Davis stated that adding the tax rate of other benchmark groups would be helpful. Ms. Hawkins said she will continue to work on the document and bring back to Council at their next meeting, May 26th. Mr. Sanborn noted it would be helpful if Council could go ahead and send their comments back on the draft ETC survey so when Ms. Hawkins returns at the next Council meeting we can wrap up to send to ETC to prepare.

3. Other Work Session Business.

- Mayor Strickland stated he would like to look at what we can do to help our local businesses that have been economically impacted by the pandemic. Councilmember Boesch suggested putting more picnic tables out on the Village Green where citizens can order take out, that would promote citizens going into town. Mayor Pro Tem Davis said someone recommend to her closing a street to provide outdoor seating. Mayor Strickland stated the first step would be to develop a better communication system with the businesses. Councilmember Boesch, Councilmember Hogeman, and Assistant Manager Jeff Batton will get together and brainstorm some ideas.
- Mayor Strickland suggested a few Councilmembers meet with the recommended appointees for the Historic Preservation Commission prior to the May 26th Council meeting. Councilmember Boesch and Hogeman stated they would meet with David Herring and Mayor Pro Tem Davis and Mayor Strickland will meet with Anne Lucey.

4. Motion to Recess Work Session and Enter a Closed Session.

Upon a motion by Councilmember Boesch, seconded by Mayor Pro Tem Davis, Council unanimously approved to recess the work session and enter into a closed session, pursuant to Pursuant to NCGS 143-318.11 (a) (3) to consult with the Village Attorney in order to preserve the attorney-client privilege between the Village Attorney and the Village Council., by a vote of 4-0.

5. Motion to Adjourn the Closed Session and Re-enter the Work Session.

Upon a motion by Councilmember Boesch, seconded by Mayor Pro Tem Davis, Council unanimously approved to adjourn the closed session and re-enter the work session, by a vote of 4-0.

6. Adjournment.

Upon a motion by Councilmember Hogeman seconded by Councilmember Boesch, Council unanimously approved to adjourn the work session by a vote of 4-0 at 9:00 p.m.

Respectfully Submitted,

Beth Dunn,
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.

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

Values: Service, Initiative, Teamwork, and Improvement



**BUDGET AMENDMENTS REPORT
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

5/19/2020

MEMO DETAILS:

Attached is the report of budget amendments approved by the Budget Officer as required for the current period.

ATTACHMENTS:

Description

- Budget Amendments Report - FY 2020



**VILLAGE OF PINEHURST
BUDGET AMENDMENTS APPROVED BY BUDGET OFFICER
FOR THE PERIOD MAY 6 - MAY 19, 2020**

Under Village of Pinehurst Ordinance #19-12, the Village Council grants the Budget Officer, or Village Manager, the ability to transfer appropriations under specific conditions. These conditions allow transfers of up to \$10,000 between departments (including contingency) of the same fund for the FY 2020 Budget. The Budget Officer may not transfer monies between funds at any time.

According to Section 159-15 of The Local Government Budget and Fiscal Control Act, "any such transfers shall be reported to the governing board at its next regular meeting and shall be entered in the minutes." Listed below are the amendments authorized by the Budget Officer for the period specified above.

Note: Since appropriations are made at the department level, line item adjustments within the same department may be made without limit and do not require a report since they do not actually amend the adopted budget ordinance.

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>APPROVED DATE</u>
1	10-80-620-5400	Harness Track-Departmental Supplies	\$ 4,350		5/12/2020
	10-80-620-7400	Harness Track-Capital Outlay: Equipment		\$ 4,350	
	Transfer available funds from Harness Track capital equipment to departmental supplies to purchase a used golf cart for spraying pesticides on grounds at the track. The available funds were the result of savings from the purchase of a track packer earlier this year.				
2	10-00-230-5911	Finance-IT Charges	\$ 6,000		5/14/2020
	10-20-410-5911	Public Services Admin-IT Charges	1,000		
	10-10-310-5911	Police-IT Charges		\$ 7,000	
	Adjust IT departmental allocation accounts to reflect actual operating expenditures for the fiscal year.				



**DISCUSS AND CONSIDER A RESOLUTION TO RE-APPOINT LEO SANTOWASSO AS THE PLANNING AND ZONING BOARD CHAIRMAN.
ADDITIONAL AGENDA DETAILS:**

FROM:

Beth Dunn

CC:

Jeff Sanborn & Darryn Burich

DATE OF MEMO:

5/4/2020

MEMO DETAILS:

Attached is draft resolution 20-10 for Council to consider re-appointing Leo Santowasso as the Planning and Zoning Board Chair for the remainder of his term on the Planning and Zoning Board and Board of Adjustment. Mr. Santowasso's initial appointment as a member of the Planning and Zoning Board and Board of Adjustment began on November 18, 2014. Resolution 17-17, which appointed Mr. Santowasso as Chairman to the Planning and Zoning Board, stated his term would expire on June 30, 2020, when in fact his, second, 3 year term as a member doesn't expire until November 17, 2020, 6 years after his initial appointment. This re-appointment would begin July 1, 2020 and expire November 17, 2020. Please let me know if you have any questions.

ATTACHMENTS:

Description

- ☐ Current P&Z and BOA Terms
- ☐ Resolution 20-11



**Village of Pinehurst
Appointed Board Members
As of May 1, 2020**

Title	Last Name	Board	Initial Appointmen t	Current Appointmen t	Term Expiration
Cyndie	Burnett	BOA/P&Z	12/1/2016	12/01/2019	11/30/2022
David	Alzamora	BOA/P&Z	05/1/2020	05/01/2020	4/30/2023
Joel	Shriberg	BOA/P&Z	01/30/2016	2/1/2018	1/31/2021
Julia	Latham	BOA/P&Z	8/1/2017	8/1/2017	7/31/2020
Leo	Santowasso	BOA/P&Z	11/18/2014	7/1/2017	06/30/2020
Sonja	Rothstein	BOA/P&Z	7/1/2019	7/1/2019	06/30/2022
Jeramy	Hooper	BOA/P&Z	11/1/2018	11/1/2018	10/31/2021
Paul	Roberts	BOA/P&Z	12/1/2018	12/1/2018	11/30/2021

Phillip	Shumaker	BOA/P&Z	11/1/2018	11/01/2019	10/31/2022
---------	----------	---------	-----------	------------	------------

RESOLUTION #20-11:

**A RESOLUTION RE-APPOINTING A CHAIRMAN TO THE PINEHURST
PLANNING AND ZONING BOARD.**

THAT WHEREAS, the Village of Pinehurst has established a Planning and Zoning Board and a Board of Adjustment as required by its Development Ordinance and authorized by North Carolina General Statutes 160A-361 and 160A-388; 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 and Zoning Board and the Board of Adjustment; and

WHEREAS, the initial three year term of Mr. Leo Santowasso began on November 18, 2014; and

WHEREAS, Mr. Santowasso was appointed as Chairman, for a second term, before his first term officially ended on the Planning and Zoning Board per Resolution 17-17; and

WHEREAS, that appointment inadvertently created a shortfall in the full six years allowed to serve a two term appointment, citing his term would end on June 30, 2020; and

WHEREAS, Mr. Santowasso and the Village Council of Pinehurst are desirous of him continuing to serve as a member and Chairman to the Planning and Zoning Board until the end of his full two terms on the Planning and Zoning Board.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 26th day of May, 2020 as follows:

SECTION 1. That the following appointment is hereby made to the Planning and Zoning Board for the term indicated:

Mr. Santowasso is re-appointed as Chairman to the Planning and Zoning Board, effective July 1, 2020, said term expiring on November 17, 2020.

SECTION 3. That this appointee shall continue serving until a replacement is appointed and qualified.

THIS RESOLUTION passed and adopted this 26th day of May, 2020.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER A RESOLUTION APPOINTING ERIC
VONSALZEN AS THE CHAIRMAN OF THE HISTORIC PRESERVATION
COMMISSION.**

ADDITIONAL AGENDA DETAILS:

FROM:

Beth Dunn

CC:

Jeff Sanborn & Darryn Burich

DATE OF MEMO:

5/4/2020

MEMO DETAILS:

The term of the current Chair, Molly Gwinn, is expiring on May 31, 2020. Staff and Molly Gwinn are recommending Mr. Erin VonSalzen be considered for this appointment. Attached is a resolution appointing Mr. VonSalzen as the new Chairman for the Historic Preservation Commission.

ATTACHMENTS:

Description

📎 Resolution 20-12

RESOLUTION 20-12:

A RESOLUTION APPOINTING A CHAIRMAN TO THE PINEHURST HISTORIC PRESERVATION COMMISSION.

WHEREAS, the Village of Pinehurst has established an Historic Preservation Commission as authorized by North Carolina General Statutes, Chapter 160A, Article 19; and

WHEREAS, there is a need to appoint a new Chairman for the Historic Preservation Commission and the Village Council of Pinehurst is ready to fill this position with a current member of 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 26th day of May, 2020 as follows:

SECTION 1. That the following appointment is hereby made to the Historic Preservation Commission for the term indicated:

Mr. Eric VonSalzen is appointed as the Chairman of the Historic Preservation Commission, effective June 1, 2020, said term to expire December 31, 2020.

SECTION 2. That the appointee shall continue serving until a replacement is appointed and qualified.

THIS RESOLUTION passed and adopted this the 26th day of May, 2020.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER A RESOLUTION APPOINTING ANNE LUCEY
TO SERVE ON THE HISTORIC PRESERVATION COMMISSION.**

ADDITIONAL AGENDA DETAILS:

FROM:

Beth Dunn

CC:

Jeff Sanborn & Darryn Burich

DATE OF MEMO:

5/4/2020

MEMO DETAILS:

Attached is draft resolution 20-13 for Council to consider appointing Anne Lucey to the Historic Preservation Commission. Ms. Lucey's appointment would be effective June 1, 2020 and expire on May 31, 2022. This appointment is filling one of the two expiring terms of Molly Gwinn and Jim McChesney.

ATTACHMENTS:

Description

- ☐ Application
- ☐ Current HPC Terms
- ☐ Resolution 20-13

From: webmaster@vopnc.org
To: [Beth Dunn](#)
Subject: Village of Pinehurst, NC: Volunteer Program Application
Date: Wednesday, February 12, 2020 9:22:34 AM

A new entry to a form/survey has been submitted.

Form Name: Volunteer Program Application
Date & Time: 02/12/2020 9:22 AM
Response #: 134
Submitter ID: 2445
IP address: 65.191.197.11
Time to complete: 59 min. , 23 sec.

Survey Details

Page 1

1. Date of Application:

02/12/2020

2. Board/Committee Interest (Check all that apply):

For information more information, please see the list of boards/committees on the [Volunteer Opportunities](#) page.

☒ Historic Preservation Commission

3. Contact Info

First Name: Anne
Middle Initial: C
Last Name: Lucey
Mailing Street Address: 105 Palmetto Road
Physical Street Address: 105 Palmetto Road
City: Pinehurst
Zip Code: 28374
Preferred Phone #: 2022550382
Birthday (month and day only): 01/24
Email Address: anne.lucey@gmail.com
Pinehurst Resident Since: 2015 (full-time since 2017)

4. Summarize your educational background, volunteer, or work experience that would be helpful as a volunteer.

This Old House could be the title of my life story. Old homes have always called out to me. Saving them is

my passion. Living in them is my joy.

My first home back in the 1980s, a Greek Revival in Winterport, Maine, was built in the mid-1800s. I vividly recall our replacing the horse-hair plaster walls on that one.

Then came an early 1900s farmhouse on 11 acres of meadow in a remote corner of the Shenandoah Valley in Virginia. Good fortune placed a contractor about a mile up the road in a valley that had no cellphone connection. We restored the home, including moving a staircase back to its original position from where a previous owner had disrupted the design of the farmers who built the place with their own hands ---and those of their neighbors.

Next, we bought and restored a 1920s Colonial Revival brick home in an historic neighborhood of Arlington, Virginia. The Lyon Park Historic District, filled with Sears Craftsman homes and bungalows, is tucked away in a preserved section, a mere couple of miles from the heart of Washington DC.

Loved that house so much that I found one of the very same era at 105 Palmetto Road in Pinehurst. Hoping that this home will be my last, I went all out to save it inside and out. It was comforting to know that there was an Historic Preservation Commission guiding the remodel and that of the other structures and homes in the district.

The historic district in Pinehurst attracted me not only to the Sandhills region, but to Pinehurst specifically. The beauty and charm of the district is a magnet and a centerpiece that is to be preserved, lived in, shopped in and enjoyed. I would treasure the opportunity to serve on the Historic Preservation Commission. I don't pretend to be an expert in the arena, but I have a life-long experience with and a passion for saving and living in historic properties. As a member of the Commission, I would strive to be fair and to use common sense in continuing the excellent track record of the Commission.

Background: I am just retiring after 24 years from a law/government affairs position at CBS Corporation in Washington, DC and, for a couple of years, in New York City. Prior to that, I worked at the Federal Communications Commission in Washington. Before attending law school, I was a junior high teacher in rural Maine. My undergraduate degree is in journalism.

I served several years, many as chair, on the Board of Visitors at the University of Maine and, separately, at the Maine School of Law.

5. Please click [here](#) to review the Village of Pinehurst Ethics Policy and complete the acknowledgement below.

(o) I have read and understand the Village of Pinehurst Ethics Policy and my responsibilities as a volunteer regarding this policy.

6. I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that any false statement, misrepresentation, or omission may cause me to be excused from volunteer service.

Please initial for certification. AL

**7. STATE OF NORTH CAROLINA
COUNTY OF MOORE**

RELEASE AND ACKNOWLEDGEMENT

The undersigned ("volunteer") is an adult person of sound mind who wishes to serve the Village of Pinehurst as a volunteer.

In consideration of the Village's acceptance of the volunteer, the Village allows the volunteer to engage in volunteer activity and the volunteer does hereby acknowledge that he/she is not entitled to any Worker's Compensation benefits, medical benefits, sick leave benefits, pension benefits, or any other benefits which accrue to employees of the Village of Pinehurst and hereby releases the Village of Pinehurst from any claims for any such benefits or for any other claim arising from the activities of the volunteer for the Village of Pinehurst.

The volunteer has read this document thoroughly and there are no other agreements, oral, or written, which are inconsistent with this document.

Date	02/12/2020
Please initial for release and acknowledgement.	AL

Thank you,
Village of Pinehurst, NC

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

WebMaster



VILLAGE OF PINEHURST
APPOINTED HPC MEMBERS

TITLE	LAST NAME	CURRENT APPOINTMENT	TERM EXPIRATION
ERIC	VON SALZEN	1/1/2019	12/31/2020
JIM	MCCHESNEY	5/31/2018	5/30/2020*
JOHN	TAYLOR	2/1/2020	1/31/2022
MOLLY	GWINN	5/31/2018	5/30/2020*
THOMAS	SCHROEDER	2/01/2019	1/31/2021
TERRY	LURTZ	2/1/2019	1/31/2021
RICHARD	VINCENT	8/1/2019	7/31/2021

* MAX TERM LIMIT

RESOLUTION #20-13:

A RESOLUTION REGARDING APPOINTMENT TO THE PINEHURST HISTORIC PRESERVATION COMMISSION.

WHEREAS, the Village of Pinehurst has established an Historic Preservation Commission as authorized by North Carolina General Statutes, Chapter 160A, Article 19; 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 26th day of May, 2020 as follows:

SECTION 1. That the following appointment is hereby made to the Historic Preservation Commission for the term indicated:

Ms. Anne Lucey is appointed as a member of the Historic Preservation Commission, effective June 1, 2020, said term to expire May 31, 2022.

SECTION 2. That the appointee shall continue serving until a replacement is appointed and qualified.

THIS RESOLUTION passed and adopted this the 26th day of May, 2020.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER A RESOLUTION APPOINTING DAVID
HERRING TO SERVE ON THE HISTORIC PRESERVATION COMMISSION.
ADDITIONAL AGENDA DETAILS:**

FROM:

Beth Dunn

CC:

Jeff Sanborn & Darryn Burich

DATE OF MEMO:

5/4/2020

MEMO DETAILS:

Attached is draft resolution 20-14 for Council to consider appointing David Herring to the Historic Preservation Commission. Mr. Herring's appointment would be effective June 1, 2020 and expire on May 31, 2022. This appointment is filling one of the two expiring terms of Molly Gwinn and Jim McChesney.

ATTACHMENTS:

Description

- ☐ Application
- ☐ Current HPC Terms
- ☐ Resolution 20-14

From: webmaster@vopnc.org
To: [Beth Dunn](#)
Subject: Village of Pinehurst, NC: Volunteer Program Application
Date: Sunday, February 23, 2020 12:12:46 PM

A new entry to a form/survey has been submitted.

Form Name: Volunteer Program Application
Date & Time: 02/23/2020 12:12 PM
Response #: 136
Submitter ID: 2447
IP address: 2606:a000:1506:487b:28a1:420b:fc90:6352
Time to complete: 48 min. , 25 sec.

Survey Details

Page 1

1. Date of Application:

02/23/2020

2. Board/Committee Interest (Check all that apply):

For information more information, please see the list of boards/committees on the [Volunteer Opportunities](#) page.

☒ Historic Preservation Commission

3. Contact Info

First Name: David
Middle Initial: R
Last Name: Herring
Mailing Street Address: 40 Pinewild Drive
Physical Street Address: 4 La Quinta Loop
City: Pinehurst
Zip Code: 28374
Preferred Phone #: 7037722383
Birthday (month and day only): 12/15
Email Address: MrHerring@me.com
Pinehurst Resident Since: 3/1/2019

4. Summarize your educational background, volunteer, or work experience that would be helpful as a volunteer.

I have a Bachelor of Architecture degree from the University of Houston, summa cum laude. I was the

Valedictorian. I am now a retired architect having practiced commercial architecture for 37 years. I was registered in nine states, mostly in the mid-atlantic area, and was NCARB certified. My building type focus included office buildings, health care buildings, warehouses, retail buildings, data centers and lots of land planning - including residential land planning. I owned my own firm, Herring & Trowbridge Architects, for 23 years and was fortunate to receive numerous awards for my work.

I was a member of the Reston, Virginia Architectural Review Board for six years. We provided review services, much like the Village Historic Preservation Commission, for the Reston Community, the country's first master planned community with a population in excess of 60,000 residents.

Although I have little residential experience, I consider myself a contextualist. I believe strongly in preserving that which has historic value. I understand the required time commitment and am certainly able and willing.

5. Please click [here](#) to review the Village of Pinehurst Ethics Policy and complete the acknowledgement below.

(o) I have read and understand the Village of Pinehurst Ethics Policy and my responsibilities as a volunteer regarding this policy.

6. I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that any false statement, misrepresentation, or omission may cause me to be excused from volunteer service.

Please initial for
certification. DH

7. STATE OF NORTH CAROLINA

COUNTY OF MOORE

RELEASE AND ACKNOWLEDGEMENT

The undersigned ("volunteer") is an adult person of sound mind who wishes to serve the Village of Pinehurst as a volunteer.

In consideration of the Village's acceptance of the volunteer, the Village allows the volunteer to engage in volunteer activity and the volunteer does hereby acknowledge that he/she is not entitled to any Worker's Compensation benefits, medical benefits, sick leave benefits, pension benefits, or any other benefits which accrue to employees of the Village of Pinehurst and hereby releases the Village of Pinehurst from any claims for any such benefits or for any other claim arising from the activities of the volunteer for the Village of Pinehurst.

The volunteer has read this document thoroughly and there are no other agreements, oral, or written, which are inconsistent with this document.

Date 02/23/2020

Please initial for release
and acknowledgement. DH

Thank you,
Village of Pinehurst, NC

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

WebMaster



VILLAGE OF PINEHURST
APPOINTED HPC MEMBERS

TITLE	LAST NAME	CURRENT APPOINTMENT	TERM EXPIRATION
ERIC	VON SALZEN	1/1/2019	12/31/2020
JIM	MCCHESNEY	5/31/2018	5/30/2020*
JOHN	TAYLOR	2/1/2020	1/31/2022
MOLLY	GWINN	5/31/2018	5/30/2020*
THOMAS	SCHROEDER	2/01/2019	1/31/2021
TERRY	LURTZ	2/1/2019	1/31/2021
RICHARD	VINCENT	8/1/2019	7/31/2021

* MAX TERM LIMIT

RESOLUTION #20-14:

A RESOLUTION REGARDING APPOINTMENT TO THE PINEHURST HISTORIC PRESERVATION COMMISSION.

WHEREAS, the Village of Pinehurst has established an Historic Preservation Commission as authorized by North Carolina General Statutes, Chapter 160A, Article 19; 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 26th day of May, 2020 as follows:

SECTION 1. That the following appointment is hereby made to the Historic Preservation Commission for the term indicated:

Mr. David Herring is appointed as a member of the Historic Preservation Commission, effective June 1, 2020, said term to expire May 31, 2022.

SECTION 2. That the appointee shall continue serving until a replacement is appointed and qualified.

THIS RESOLUTION passed and adopted this the 26th day of May, 2020.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



PUBLIC HEARING NO. 1
ADDITIONAL AGENDA DETAILS:

The purpose of this public hearing is to discuss the proposed Fiscal Year 2021 Budget for the Village of Pinehurst.

FROM:

Jeff Sanborn

DATE OF MEMO:

5/20/2020

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 2021 Budget may do so. The budget in its entirety may be viewed online at www.vopnc.org/sop or at Village Hall.

In addition, public feedback on the FY 2021 Budget and Strategic Operating Plan may be provided and viewed online at <https://engage.vopnc.org/lets-talk-budget>.

Village staff have attached a PowerPoint presentation providing an overview of the FY 2021 Budget.

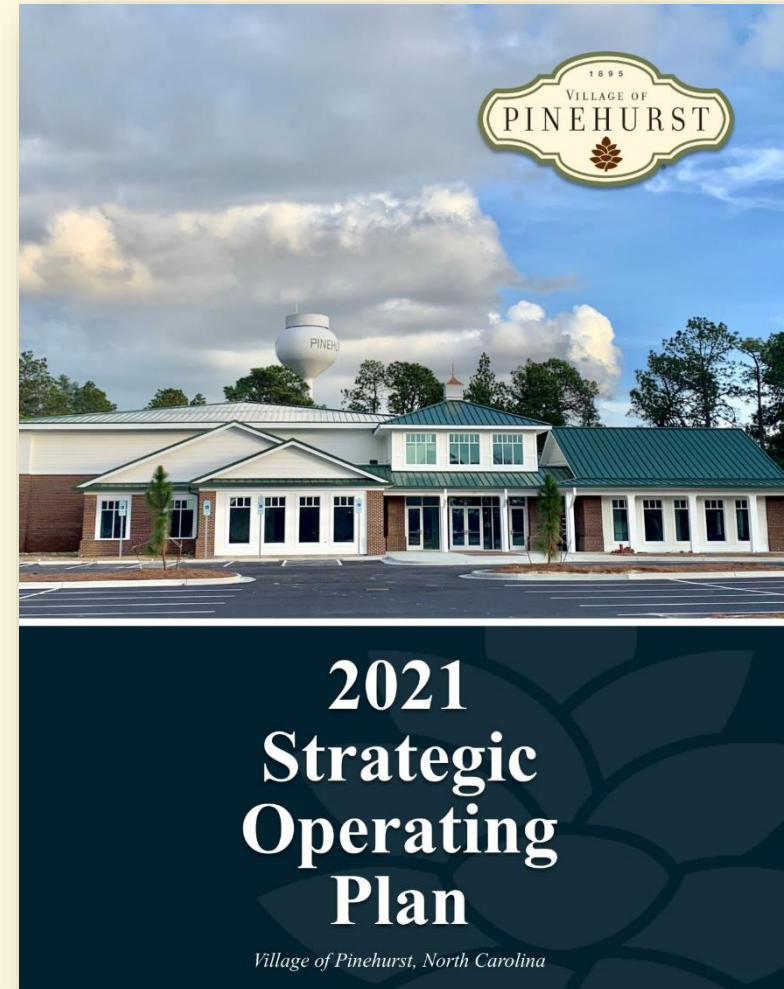
ATTACHMENTS:

Description

- FY 2021 Budget Public Hearing Presentation

FY 2021 Budget Public Hearing

May 26, 2020



FY 2021 Budget



FY 2021 Strategic Operating Plan (SOP) was developed:

- To achieve the Council's vision, mission, goals, & objectives
- To address strategic challenges & opportunities facing the community (including the COVID-19 pandemic)
- To comply with the Distinguished Budget Presentation Award requirements

The Village Council held two Budget Work Sessions on May 19th and May 21st to review the SOP in detail

A graphic with a dark brown background on the left and a white background on the right. The left side features the Village of Pinehurst logo at the top, followed by the word "VALUES" in a serif font, and then a list of values: "Service", "Initiative", "Teamwork", and "Improvement". The right side features the word "VISION" at the top, followed by a horizontal line, then the text "The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions." Below this is the word "MISSION", followed by a horizontal line, then the text "Promote, enhance, and sustain the quality of life for residents, businesses, and visitors."

FY 2021 Budget



Plan to address COVID-19 financial impact on FY 2021 Budget:

• Revenues:

- Council removed the \$0.005 tax rate increase from the FY 2021 Recommended Budget, or \$189,000, and used appropriated fund balance to balance the \$21.3 million budget
- Potential shortfalls in revenue could include up to \$764,000 in sales tax and \$43,000 in other revenues, or \$807,000

Revenue Source	Manager's Original Recommended Budgeted Revenues	Modified Budgeted Revenues after Council Work Sessions
<i>Property Tax Revenue</i>	<i>\$11,592,000</i>	<i>\$11,403,000</i>
Intergovernmental Revenues	\$6,601,100	\$6,601,100
Permits & Fees	\$626,600	\$626,600
Sales & Services	\$725,400	\$725,400
Other Operating Revenues	\$302,350	\$302,350
<i>Fund Balance Appropriated</i>	<i>\$1,414,467</i>	<i>\$1,603,467</i>
TOTAL	\$21,261,917	\$21,261,917

FY 2021 Budget



Plan to address COVID-19 financial impact on FY 2021 Budget:

• Expenditures:

- To mitigate the financial impact if potential revenue shortfalls occur, Village staff will take the following actions to protect the Village's financial condition:
 1. **Closely monitor sales taxes and other revenues collected each month and review revised revenue estimates with the Council after Q1 FY 2021 (September 30)**
 2. **Defer a total of \$384,750 in significant expenditures until at least October 1st or later, as directed by the Village Council**

Expenditures to Defer Until at Least October 1, 2020	Amount
Accelerate all remaining debt payments by 1 year	\$52,000
Expand maintenance storage space	\$60,000
Construct Magnolia Road streetscape improvements	\$250,000
Defer hiring the Transportation Planner position	\$22,750
TOTAL	\$384,750

3. **Defer other lesser capital purchases & operating expenditures until at least October 1st**

FY 2021 Budget



FY 2021 Budget Overview:

	Manager's Original Recommended Budget	Modified Budget after Council Work Sessions
Property Tax Rate per \$100 Valuation ¹	\$0.305	\$0.300
Projected Actual Gain (Loss)	\$106,346	(\$84,544)
Projecting Ending General Fund Balance ¹	\$9,963,139	\$9,772,249
Fund Balance as a % of Expenditures	46.9%	46.0%
Total FY 2021 Budget Amount	\$21,261,917	\$21,261,917

¹ In their May 21 budget work session, the Council decided to not increase the tax rate in FY 2021 and use fund balance instead to balance the budget.

The Village has a healthy fund balance and remains in a strong financial position to continue to provide excellent services to Pinehurst residents even during uncertain economic times

FY 2021 Budget



Three Areas of Focus:

1. Manage development and enforce codes and ordinances *(Short Term)*
2. Provide a safe and effective multi-modal transportation system *(Short Term)*
3. Manage stormwater systems *(Short Term)*



FY 2021 Budget



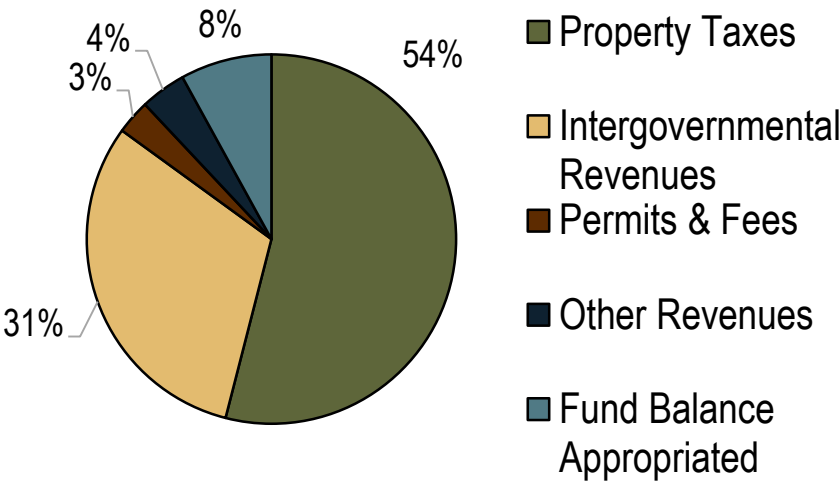
Includes 7 Initiative Action Plans (IAPs) at a cost of \$252,000

Strategic Objective	Initiative Action Plan (IAP) Name	Initiative Action Plan (IAP) Description	FY 2021
Deliver effective police services	Police Department Accreditation	Seek national accreditation from CALEA by FY 2022	\$11,365
Manage development and enforce codes and ordinances AOF	Update the Pinehurst Development Ordinance	Update the Pinehurst Development Ordinance to reflect priorities of the 2019 Comprehensive Plan and changes required by 160D legislation. <i>The Village will begin this IAP in FY 2021, but not incur expenses until FY 2022.</i>	\$0
	Small Area Plan for Village Place/Rattlesnake Trail Corridor and Pinehurst South/Hwy5 Commercial Area	Engage a consultant and develop small area plans for two focus areas from the 2019 Comprehensive Plan	\$158,000
Manage stormwater systems AOF	Develop a comprehensive stormwater master plan	Develop a plan and strategy to address stormwater issues and concerns within the community. <i>The Village will begin this IAP in FY 2021, but not incur expenses until FY 2022.</i>	\$0
Continuously improve and innovate	Build Baldrige Framework Systems and Culture	Continue use of the Baldrige Excellence Framework to ensure systematic processes that deliver exceptional results	\$52,500
	Expand GIS Capabilities	Begin implementing the GIS Strategic Plan for the Village	\$23,000
Provide a supportive and rewarding work environment	Workforce Learning and Development	Expand the Village's succession planning process and enhance workforce learning and development system	\$7,000
AOF – Addresses Council Areas of Focus			TOTAL NET COST
			\$251,865

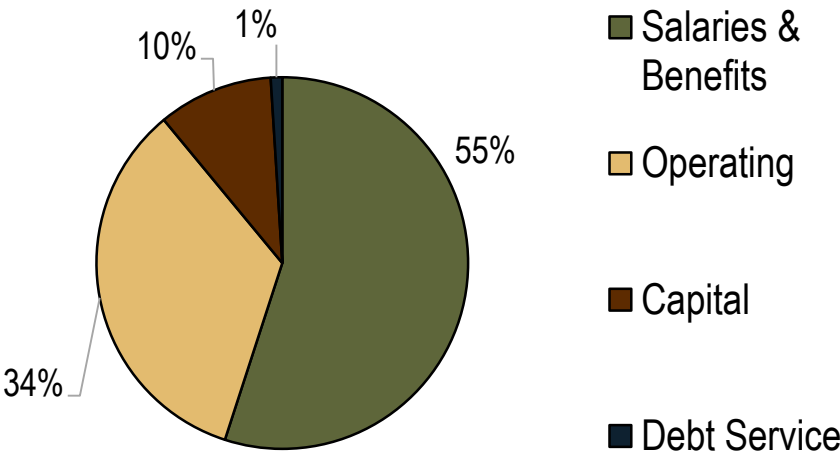
FY 2021 Budget



FY 2021 Budgeted Revenues



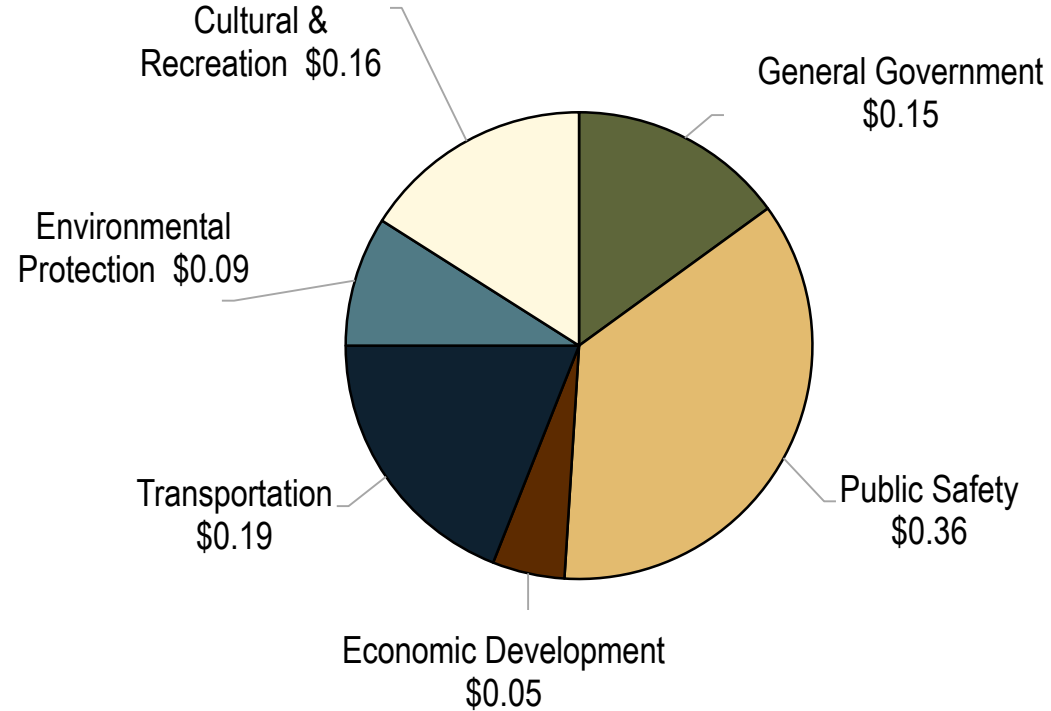
FY 2021 Budgeted Expenditures



FY 2021 Budget



Amount of Tax Dollar Budgeted for FY 2021 by Function (General Fund)



Engage Pinehurst Public Input and Questions



**DISCUSS AND CONSIDER A CONTRACT FOR LEGAL SERVICES FOR FY
2021**

ADDITIONAL AGENDA DETAILS:

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

5/15/2020

MEMO DETAILS:

The proposed contract for legal services with Van Camp, Meacham, & Newman, PLLC for FY 2021 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 \$4,753. The annual contract totals \$57,036. Michael Newman's hourly rate remains at \$375 per hour, the same rate as the previous year.

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

ATTACHMENTS:

Description

- Agreement for Legal Services FY 2021

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, 2020 to June 30, 2021 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, 2020 to June 30, 2021. 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 Pinchurst, the Firm shall be compensated in a monthly amount of \$4,753.00. 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 Pinchurst

By: _____
John C. Strickland, Mayor

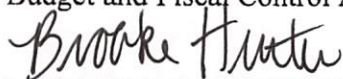
Attest:

Beth Dunn, 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



Brooke Hunter, Finance Officer

5/15/2020
Date

Brooke Hunter

From: Mike Newman <michaeln@vancamplaw.com>
Sent: Friday, May 8, 2020 11:37 AM
To: Brooke Hunter
Subject: RE: Legal Services Contract for FY 2021

Hey Brooke--- My hourly rate is \$375. I'll have Megan print everything for me to sign and have the docs delivered to you early next week. Have a great weekend! Thanks!

Michael J. Newman
VanCamp, Meacham & Newman, PLLC
Two Regional Circle
P. O. Box 1389
Pinehurst, NC 28370
Fax : 910-235-0233
Main : 910-295-2525
michaeln@vancamplaw.com

CONFIDENTIALITY NOTICE - This message is intended exclusively for the individual or entity to which it is addressed and may be a communication to or from an attorney, client or the courts. As such it is privileged and may contain confidential or proprietary information. If you have received this in error and/or are not the intended recipient, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender by email and delete all copies of this message. Failure to comply with this notice may result in legal action.

From: Brooke Hunter <bhunter@vopnc.org>
Sent: Friday, May 8, 2020 8:50 AM
To: Mike Newman <michaeln@vancamplaw.com>
Subject: Legal Services Contract for FY 2021

Hi Mike,

I have updated the legal services contract for the upcoming fiscal year. The attached draft proposes a 2% increase in the monthly contract amount. This is the same amount of increase as last year and seems to be in line with inflation. There have been no other changes to the contract. I have also attached our "Essential Communications for Key Suppliers" for your review and acknowledgement on the second page. After you review, please email me a scanned copy of the signed document.

Feel free to give me a call if you have any questions. To complete the contract packet, I'll also need your current hourly rate letter. If we can wrap this up by the end of next week, I will place it on the Council's agenda for either May 26th or June 9th.

Thanks,
Brooke

Brooke Hunter , CPA
Financial Services Director
Village of Pinehurst

395 Magnolia Rd, Pinehurst, NC 28374

910-295-1900 x 1141 🌿 bhunter@vopnc.org 🌿 www.vopnc.org

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, Improvement.

Pursuant to North Carolina General Statutes, Chapter 132, et.seq., this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to requests for review.



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.

VAD Corp, Michael Newman, LLC

Company Name

Name of Signer

Partner / Village Attorney

Title

Date

5/14/20



**PRESENTATION OF FINANCIAL STATEMENTS FOR THE QUARTER
ENDED MARCH 31, 2020.
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

5/18/2020

MEMO DETAILS:

The financial statements for the nine months ended March 31, 2020 are presented for your information and review.

Highlights and details are provided in the accompanying memo.

ATTACHMENTS:

Description

- ☐ Financial Statements Comments Memo 3-31-20
- ☐ Quarterly Financial Statements 3-31-20

Brooke Hunter, CPA
395 Magnolia Road
Pinehurst, NC 28374
Phone: 910-295-8646
Fax: 910-295-4434
e-mail: bhunter@vopnc.org

Village of Pinehurst

Memo

To: Village Council
From: Brooke Hunter
CC: Jeff Sanborn & Senior Leadership
Date: May 18, 2020
Re: Financial Statements for the Nine Months Ended March 31, 2020

As we enter the final quarter of the fiscal year, the Village's financial condition remains strong, despite the economic uncertainties surrounding the COVID-19 coronavirus pandemic. Our revenue forecast for the first three quarters is right on target. In addition, operating expenditures are running below expected levels and our capital outlays are within budget. These results should position us well to carry out the objectives outlined in the FY 2020 Strategic Operating Plan. However, we will closely monitor the impacts of the pandemic on our more economically sensitive revenues as we move through the final quarter of FY 2020 and into FY 2021.

Financial Position:

The Village's General Fund is showing \$6.5 million in income for the first nine months of the year, which is considerably higher than the \$3.0 million the prior year. One of the largest components of this increase is the return of \$1 million previously contributed to the Given Memorial Library capital expansion campaign. Another significant component is the timing of projects completed through the end of the third quarter this year. Fund balance in the General Fund is currently 66% of budgeted expenditures, which is slightly lower than the 70% level seen the previous year at March 31.

The Village's total cash and investment balances increased by \$1,584,000, or 12.8%, compared with the previous year. The most significant components of this increase are the returned funds from the library and operating expenditures that are lower than expected at this point in the fiscal year.

Of the \$14.0 million in cash and investments at March 31, 2020, \$8.3 million was invested in the North Carolina Capital Management Trust Term portfolio and \$5.4 million was held in the Government portfolio. Our long-term debt balances also continue to decline, with the Village currently owing \$142,000 in notes payable.

Revenues & Expenditures:

General fund revenues were \$130,000, or 0.7%, above the year-to-date budget projections. This increase is the result of several offsetting variances across revenue sources.

Property tax revenues are \$176,000, or 1.6%, above the quarterly revenue estimate. The real and personal property tax collection rate of 99.78% is similar to this time last year. The real and personal base grew by 7.4%, compared to the same period last year, which is in line with our projection after combining expected regular growth and Moore County property revaluation rates. The motor vehicle tax base grew by 6.9%, compared to the prior year.

For local option sales taxes, the adopted budget forecasted a 3.5% increase over the previous year. So far, the actual collections for the first seven months of the year received are running 8.8% ahead of the previous year's collections. Included in the mid-year budget amendment was an increase to local option sales tax revenue of \$250,000, which is reflected in the third quarter budget estimate. However, we are expecting a reduction in sales tax revenue for the last quarter of FY 2020 due to the impacts of COVID-19 on the economy. There is a three-month lag from the time sales taxes are collected during a transaction to the time they are distributed to local governments. The actual revenue distribution for March, which is the first month that will include a portion of the COVID-19 impact, will not be available until mid to late June.

Permits and fees are \$66,000, or 9.7%, above the quarterly forecast. This is primarily the result of permitting fees and planning fees that are greater than originally expected due to the issuance of more home permits this fiscal year. Fire district revenues are also above the quarterly budget due to the timing of payments received.

General fund operating expenditures were \$3,189,000, or 21.9%, below the quarterly budget. This variance is significantly larger than the expected year-end expenditure variance of 5% and is the primary factor in our overall quarterly budget variance. The largest factor is the timing of paving, patching, and small drainage projects completed by March 31. The quarterly budget anticipated \$1,100,000 in Powell Bill expenditures at the end of the third quarter for street resurfacing and related shoulder repair work; however, the paving work, which began in February, was not invoiced until the fourth quarter. Street patching and small drainage projects budgeted in Streets & Grounds contracted services were also below expected at quarter end. This is only a timing difference, as the work is expected to be completed by the end of the year.

For capital outlay, approximately 43% of the capital outlay budgeted in the first three quarters has been expended. Two large components of the variance include \$200,000 budgeted for a potential land purchase for structured parking near Village Center and \$200,000 budgeted for a potential land purchase for a future fire station. Another factor relates to the timing of large stormwater infrastructure projects that were delayed with the departure of the Infrastructure Superintendent in late August. Staff expects these stormwater projects to be completed by year-end.

Financial Outlook:

The Village issued 146 single-family residential building permits valued at \$39,290,000 during the first three quarters compared to 85 the previous year. At this point, we project approximately 185 homes will be constructed in FY 2020, which is well above the 122 permits issued in FY 2019.

Based on our current estimates, we anticipate the Village's fund balance will increase by approximately \$1,985,000 by the end of FY 2020. Most of this increase is related to the \$1 million returned from the library this year. Ending fund balance for the General Fund is projected to be approximately \$9,857,000, 45%, of expenditures, which is above our current policy range of 30-40%. The \$1 million returned from the library is included in fund balance and equates to approximately 4.7% of expenditures. Please note this forecast could vary significantly if departmental projects are delayed or not completed by year-end.

Other Items:

During the first three quarters, the Fair Barn covered 71% of operating expenditures with operating revenues. This is lower than the 84% achieved at this point the previous year and is below the balanced scorecard target of 79%. Before discounts were applied, the Fair Barn covered approximately 92% of operating expenditures with operating revenues. We are anticipating decreased revenues in the last quarter of FY 2020, as the facility will be closed for most, if not all, of the quarter due to the COVID-19 gathering restrictions enacted by Governor Roy Cooper.

The Harness Track covered 62% of its operating expenditures compared to 57% the previous year. While there were fewer horses stabling at the track this season, operating expenditures are also down due to staff vacancies and delayed Buildings and Grounds maintenance projects. The Harness Track's balanced scorecard target is to cover 49% of operating expenditures with operating revenues for FY 2020.

Conclusion:

While I am pleased with the Village's financial condition and position at this point in the fiscal year, I am closely monitoring the impacts of COVID-19 on revenues for the last quarter of the year. The Village Council and Village managers are to be commended for meeting or exceeding the Village's financial targets. This also positions the Village well for the upcoming adoption of our five-year Strategic Operating Plan.

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

VILLAGE OF PINEHURST



FINANCIAL STATEMENTS

FOR THE NINE MONTHS ENDED
MARCH 31, 2020

**Village of Pinehurst
Financial Statements
Table of Contents**

Combined Balance Sheet.....	1
General Fund	
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual.....	2
Community Center Capital Project Fund	
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual.....	4
Schedule of Cash and Investments.....	5
Investment Yield Summary.....	6
Schedule of Fund Balance	7
Schedule of Capital Outlay by Function and Activity	8
Schedule of General Long Term Debt.....	9
Schedule of Budget Amendments.....	10
Schedule of Encumbrances.....	11
Schedule of Ad Valorem Property Tax Collections	12
Schedule of Ad Valorem Property Tax Levy	13
Residential Building Permits Summary.....	14
Local Option Sales Taxes Summary.....	15
Schedule of Fair Barn Revenues and Expenditures	16
Schedule of Harness Track Revenues and Expenditures.....	17

Village of Pinehurst
Combined Balance Sheet - All Fund Types
March 31, 2020

	Governmental Fund Types		Account Groups			
	General	Capital	General	General	Totals	Totals
	Fund	Project	Capital	Long - Term	March 31,	March 31,
	Fund	Fund	Assets	Debt	2020	2019
ASSETS						
Cash & investments	\$ 13,460,009	\$ 495,655	\$ -	\$ -	\$ 13,955,664	\$ 12,371,857
Taxes receivable	35,950	-	-	-	35,950	46,946
Assessments receivable	5,179	-	-	-	5,179	31,282
Due from other governmental agencies	1,386,029	-	-	-	1,386,029	1,264,961
Other receivables	255,617	-	-	-	255,617	237,479
Prepaid items	3,650	-	-	-	3,650	1,250
Inventory	38,680	-	-	-	38,680	47,830
Capital assets	-	-	47,616,963	-	47,616,963	44,414,148
Amounts to be provided for retirement of general long-term debt	-	-	-	4,306,913	4,306,913	3,750,379
TOTAL ASSETS	\$ 15,185,114	\$ 495,655	\$ 47,616,963	\$ 4,306,913	\$ 67,604,645	\$ 62,166,132
LIABILITIES AND FUND EQUITY						
Accounts payable	\$ 695	\$ -	\$ -	\$ -	\$ 695	\$ 440
Withholdings & accrued expenses	185,227	-	-	-	185,227	72,976
Accrued vacation	-	-	-	658,867	658,867	654,026
Total pension liability (LEO)	-	-	-	1,025,925	1,025,925	1,034,234
Net pension liability (LGERs)	-	-	-	2,480,521	2,480,521	1,621,831
Deposits	277,381	-	-	-	277,381	248,666
Unavailable revenues	323,109	-	-	-	323,109	335,412
Long-term debt	-	-	-	141,600	141,600	440,288
Total Liabilities	786,412	-	-	4,306,913	5,093,325	4,407,873
EQUITY						
Investment in general capital assets	-	-	47,616,963	-	47,616,963	44,414,148
Fund Balance:						
Nonspendable:						
Inventory	38,680	-	-	-	38,680	47,830
Prepaid items	3,650	-	-	-	3,650	1,250
Restricted:						
Stabilization by state statute	3,607,833	-	-	-	3,607,833	2,246,547
Public safety	11,082	-	-	-	11,082	10,878
Transportation	492,950	-	-	-	492,950	-
Committed:						
Cultural and recreation	-	495,655	-	-	495,655	-
Assigned:						
Designated for expenditures	684,417	-	-	-	684,417	4,838,761
Unassigned	9,560,090	-	-	-	9,560,090	6,198,845
Total equity	14,398,702	495,655	47,616,963	-	62,511,320	57,758,259
TOTAL LIABILITIES & EQUITY	\$ 15,185,114	\$ 495,655	\$ 47,616,963	\$ 4,306,913	\$ 67,604,645	\$ 62,166,132

**Village of Pinehurst
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Fiscal Period Ended March 31, 2020**

	Annual Budget as of 03/31/2020	Quarterly Budget as of 03/31/2020	YTD as of 03/31/2020	YTD as of 03/31/2019	Current Year Over (Under) Prior Year	% of 2020 Budget Spent / Received YTD
Revenues						
Ad valorem taxes & penalties	\$ 11,281,000	\$ 10,887,660	\$ 11,063,721	\$ 10,144,019	\$ 919,702	98.07%
Assessments	24,200	24,200	26,103	29,371	(3,268)	107.86%
Other taxes and licenses	1,500	1,125	1,985	1,970	15	132.33%
Intergovernmental revenues:						
Unrestricted	6,313,300	4,343,800	4,198,173	4,003,197	194,976	66.50%
Restricted	546,099	543,520	543,313	548,530	(5,217)	99.49%
Permits & fees	911,700	680,275	745,855	592,548	153,307	81.81%
Sales & services	675,700	527,475	528,896	537,472	(8,576)	78.27%
Other revenues	1,225,580	1,171,783	1,167,913	149,384	1,018,529	95.29%
Interest earned on investments	189,000	111,690	145,464	197,383	(51,919)	76.97%
TOTAL REVENUES	21,168,079	18,291,528	18,421,423	16,203,874	2,217,549	87.02%
Operating Expenditures						
Governing Body	147,150	109,614	84,392	80,852	3,540	57.35%
Administration	1,389,840	1,066,407	950,467	843,728	106,739	68.39%
Financial Services	671,180	549,662	540,008	479,605	60,403	80.46%
Human Resources	495,980	369,593	300,153	283,105	17,048	60.52%
Police	3,369,147	2,547,463	2,220,429	2,205,830	14,599	65.90%
Fire	3,092,927	2,352,004	2,022,290	1,914,568	107,722	65.38%
Inspections	317,890	238,844	208,327	158,060	50,267	65.53%
Public Services Administration	560,270	439,057	364,981	304,530	60,451	65.14%
Streets & Grounds	1,621,000	1,203,950	872,860	1,331,505	(458,645)	53.85%
Powell Bill Funds	1,100,500	1,100,000	11,625	1,097,491	(1,085,866)	1.06%
Solid Waste	1,747,030	1,306,502	1,135,737	1,049,256	86,481	65.01%
Recreation	1,883,518	1,399,440	1,087,971	986,357	101,614	57.76%
Library	195,000	157,500	130,027	75,000	55,027	66.68%
Harness Track	579,250	434,353	305,872	385,837	(79,965)	52.80%
Fair Barn	375,790	281,233	228,825	206,149	22,676	60.89%
Planning	835,730	630,610	507,754	566,538	(58,784)	60.76%
Community Development	168,430	110,124	94,158	140,866	(46,708)	55.90%
Debt Service	312,127	269,710	310,873	319,053	(8,180)	99.60%
Contingency	1,000,000	-	-	-	-	0.00%
Total Operating Expenditures	19,862,759	14,566,066	11,376,749	12,428,330	(1,051,581)	57.28%
Capital Outlay Expenditures						
Administration	21,792	5,792	2,189	66,124	(63,935)	10.04%
Financial Services	880	880	581	1,680	(1,099)	66.02%
Human Resources	1,100	1,100	726	2,940	(2,214)	66.00%
Police	242,397	226,397	219,661	68,280	151,381	90.62%
Fire	626,673	226,673	3,616	78,383	(74,767)	0.58%
Inspections	572	572	409	1,058	(649)	71.50%
Public Services Administration	73,781	73,781	49,223	42,430	6,793	66.72%
Streets & Grounds	420,309	316,809	129,920	272,220	(142,300)	30.91%
Solid Waste	206,943	6,943	6,274	7,457	(1,183)	3.03%
Recreation	53,431	53,431	29,598	100,956	(71,358)	55.39%
Harness Track	103,148	103,148	80,416	94,689	(14,273)	77.96%
Fair Barn	62,563	37,563	14,024	39,377	(25,353)	22.42%
Planning	928	928	629	2,331	(1,702)	67.78%
Community Development	200,220	200,220	145	420	(275)	0.07%
Total Capital Outlay Expenditures	2,014,737	1,254,237	537,411	778,345	(240,934)	26.67%
TOTAL EXPENDITURES ¹	21,877,496	15,820,303	11,914,160	13,206,675	(1,292,515)	54.46%
REVENUES OVER (UNDER) EXPENDITURES	(709,417)	2,471,225	6,507,263	2,997,199	3,510,064	

**Village of Pinehurst
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Fiscal Period Ended March 31, 2020**

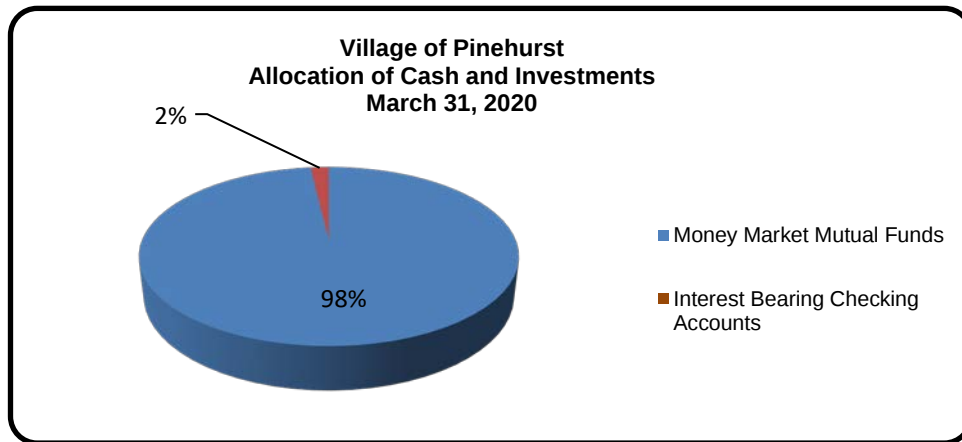
	Annual Budget as of 03/31/2020	Quarterly Budget as of 03/31/2020	YTD as of 03/31/2020	YTD as of 03/31/2019	Current Year Over (Under) Prior Year	% of 2020 Budget Spent / Received YTD
Other Financing Sources (Uses)						
Operating transfers out	\$ -	\$ -	\$ -	\$ (341,904)	\$ 341,904	0.00%
Sales of capital assets	25,000	18,750	19,466	46,978	(27,512)	77.86%
Total Other Fin. Sources (Uses)	<u>25,000</u>	<u>18,750</u>	<u>19,466</u>	<u>(294,926)</u>	<u>314,392</u>	<u>77.86%</u>
REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXP AND OTHER FINANCING USES	(684,417)	2,489,975	6,526,729	2,702,273	3,824,456	
Appropriated Fund Balance	<u>684,417</u>	<u>(71,550)</u>	<u>-</u>	<u>-</u>	<u>-</u>	
EXCESS OF REVENUES, OTHER FINANCING SOURCES AND FUND BALANCE APP. OVER (UNDER) EXP AND OTHER FIN. USES	<u>\$ -</u>	<u>\$ 2,561,525</u>	<u>6,526,729</u>	<u>\$ 2,702,273</u>	<u>\$ 3,824,456</u>	
FUND BALANCE, JULY 1			<u>7,871,973</u>			
FUND BALANCE, JUNE 30			<u>\$ 14,398,702</u>			
			YTD as of 03/31/2020	% of Total Expenditures		
¹ Total Expenditures by Type						
Salaries & Benefits			\$ 7,556,354	63%		
Operating			3,820,395	32%		
Capital			<u>537,411</u>	<u>5%</u>		
Total Expenditures by Type			<u>\$ 11,914,160</u>	<u>100%</u>		

Village of Pinehurst
Community Center 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, 2020

	Project Budget	Prior Years	Actual Current Year	Total To Date
REVENUES				
Interest earned on investments	\$ -	\$ 7,983	\$ 19,141	27,124
	-	7,983	19,141	27,124
EXPENDITURES				
Design costs	344,000	293,694	33,301	326,995
Construction costs	4,569,165	2,106,996	2,010,643	4,117,639
	4,913,165	2,400,690	2,043,944	4,444,634
REVENUES OVER (UNDER) EXPENDITURES	<u>(4,913,165)</u>	<u>(2,392,707)</u>	<u>(2,024,803)</u>	<u>(4,417,510)</u>
OTHER FINANCING SOURCES (USES)				
Transfer from General Fund	4,913,165	4,913,165	-	4,913,165
	4,913,165	4,913,165	-	4,913,165
REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	<u>\$ -</u>	<u>\$ 2,520,458</u>	<u>(2,024,803)</u>	<u>\$ 495,655</u>
FUND BALANCE, JULY 1			<u>2,520,458</u>	
FUND BALANCE, JUNE 30			<u>\$ 495,655</u>	

**Village of Pinehurst
Schedule of Cash and Investments
March 31, 2020**

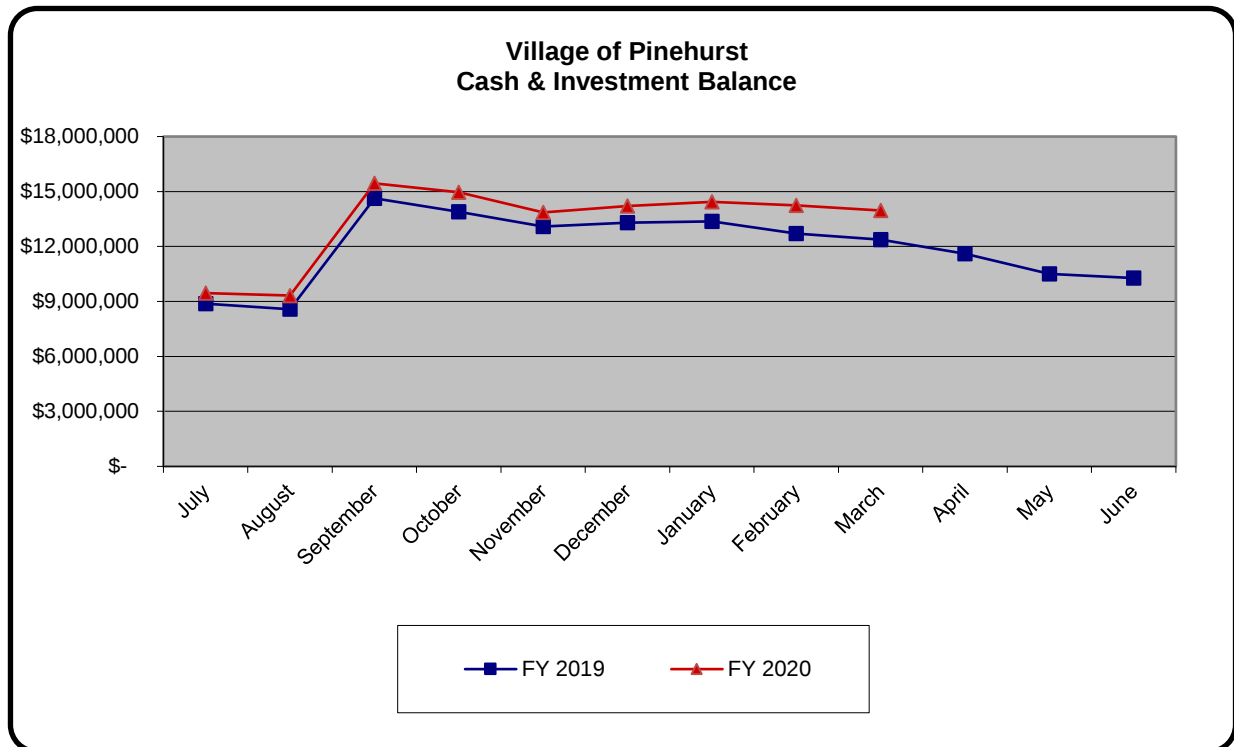
Investment	Bond/Bank Ratings	Purchase Date	Maturity Date	Cost
Money Market Mutual Funds				
North Carolina Capital Management Trust - Term Portfolio	Unrated			\$ 8,327,493
North Carolina Capital Management Trust - Government Portfolio	AAAm (S&P)			5,369,186
Interest Bearing Checking Accounts				
PNC Bank Operating				257,735
Petty Cash				
				<u>1,250</u>
Total Cash and Investments				<u><u>\$ 13,955,664</u></u>
Total Cash and Investments (same quarter previous year)				<u><u>\$ 12,371,857</u></u>
Summary of Cash and Investments				
Money Market Mutual Funds				\$ 13,696,679
Interest Bearing Checking Accounts				257,735
Petty Cash				<u>1,250</u>
				<u><u>\$ 13,955,664</u></u>



Village of Pinehurst Investment Yield Summary

	FY 2019			FY 2020		
	Cash Balance	Investment Earnings	Investment Yield*	Cash Balance	Investment Earnings	Investment Yield*
July	\$ 8,882,648	\$ 11,854	1.52%	\$ 9,457,886	\$ 17,938	2.21%
August	8,573,791	15,605	2.18%	9,323,182	16,551	2.14%
September	14,628,488	17,540	1.84%	15,444,779	18,043	1.77%
October	13,899,345	25,655	2.19%	14,959,741	23,204	1.86%
November	13,097,675	24,559	2.21%	13,865,852	19,443	1.64%
December	13,305,725	26,943	2.48%	14,213,330	19,008	1.65%
January	13,366,194	27,134	2.48%	14,437,153	19,086	1.62%
February	12,696,950	23,531	2.20%	14,250,122	17,314	1.47%
March	12,371,857	25,597	2.48%	13,955,664	14,018	1.21%
April	11,612,375	23,018	2.34%			
May	10,503,733	21,712	2.39%			
June	10,276,467	19,137	2.24%			
Average	<u>\$ 11,934,604</u>	<u>\$ 262,285</u>	2.20%	<u>\$ 13,323,079</u>	<u>\$ 164,605</u>	1.73%

* Investment yield is presented on an accrual basis.



Village of Pinehurst
Schedule of Fund Balance - General Fund
March 31, 2020

	Fund Balance at 03/31/2020	Fund Balance at 03/31/2019
General Fund		
Nonspendable:		
Inventory	\$ 38,680	\$ 47,830
Prepaid Items	3,650	1,250
Restricted:		
Stabilization by State Statute	3,607,833	2,246,547
Transportation	492,950	-
Public Safety	11,082	10,878
Assigned		
Subsequent year's expenditures	684,417	4,838,761
Unassigned	9,560,090	6,198,845
	<u>\$ 14,398,702</u>	<u>\$ 13,344,111</u>

Village of Pinehurst
Schedule of Capital Outlay by Function and Activity - General Fund
For the Fiscal Period Ended March 31, 2020

	Annual Budget	YTD Budget	YTD Expenditures	Remaining Balance
<u>Land</u>				
Police	\$ 8,500	\$ 8,500	\$ -	\$ 8,500
Fire	200,000	200,000	-	200,000
Streets & Grounds	115,000	35,000	26,082	88,918
Recreation	51,650	51,650	28,335	23,315
Community Development	200,000	200,000	-	200,000
	575,150	495,150	54,417	520,733
<u>Buildings and Grounds</u>				
Public Services Administration	19,315	19,315	-	19,315
Harness Track	65,500	65,500	48,322	17,178
Fair Barn	53,972	28,972	13,623	40,349
	138,787	113,787	61,945	76,842
<u>Equipment and Furniture</u>				
Administration	21,792	5,792	2,189	19,603
Financial Services	880	880	581	299
Human Resources	1,100	1,100	726	374
Police	34,897	18,897	26,563	8,334
Fire	26,673	26,673	3,616	23,057
Inspections	572	572	409	163
Public Services Administration	54,466	54,466	49,223	5,243
Streets & Grounds	50,309	50,309	48,251	2,058
Solid Waste	6,943	6,943	6,274	669
Recreation	1,781	1,781	1,263	518
Harness Track	37,648	37,648	32,094	5,554
Fair Barn	8,591	8,591	401	8,190
Planning	928	928	629	299
Community Development	220	220	145	75
	246,800	214,800	172,364	74,436
<u>Vehicles</u>				
Police	199,000	199,000	193,098	5,902
Fire	400,000	-	-	400,000
Solid Waste	200,000	-	-	200,000
	799,000	199,000	193,098	605,902
<u>Infrastructure</u>				
Streets & Grounds	255,000	231,500	55,587	199,413
	255,000	231,500	55,587	199,413
Total	\$ 2,014,737	\$ 1,254,237	\$ 537,411	\$ 1,477,326

% of Capital Outlay Budget Expended

26.67%

Note: This Schedule includes Fleet Maintenance, Buildings & Grounds and Information Technology Capital Outlay.

Village of Pinehurst
Schedule of General Long Term Debt
March 31, 2020

	Balance at 03/31/2020	Balance at 03/31/2019	Increase (Decrease)
Fire Station			
\$2,500,000; due in 30 semi-annual payments of fixed principal of \$83,334 plus interest @ 3.44%; collateralized by Fire Station bldg; final payment due on 3/15/20.	\$ -	\$ 166,667	\$ (166,667)
Fair Barn			
\$1,000,000; due in 40 semi-annual payments consisting of fixed principal of \$25,000 plus interest @ 4.60%; collateralized by Fair Barn bldg; final payment due on 3/11/22.	100,000	150,000	(50,000)
2013 Firetruck			
\$550,000; due in 14 semi-annual payments of \$41,917 beginning on 2/1/14; final payment due on 8/1/20; interest @ 1.75%; collateralized by firetruck.	41,600	123,621	(82,021)
	<u>141,600</u>	<u>440,288</u>	<u>(298,688)</u>
Total Pension Liability (LEO) *	1,025,925	1,034,234	(8,309)
Net Pension Liability (LGERS) *	2,480,521	1,621,831	858,690
Accumulated Vacation	658,867	654,026	4,841
	<u>4,165,313</u>	<u>3,310,091</u>	<u>855,222</u>
	<u>\$ 4,306,913</u>	<u>\$ 3,750,379</u>	<u>\$ 556,534</u>

* Based on an independent annual actuarial valuation

Village of Pinehurst
Schedule of Budget Amendments - General Fund
For the Fiscal Period Ended March 31, 2020

	ORIGINAL FY 2020 BUDGET	Amended * Qtr Ended 09/30/19	Amended Qtr Ended 12/31/19	Amended Qtr Ended 03/31/20	Amended Qtr Ended 06/30/20	Total Amendments	Amended FY 2020 Budget
REVENUES							
Ad valorem taxes	\$ 11,186,000	\$ -	\$ -	\$ 95,000	\$ -	\$ 95,000	\$ 11,281,000
Other taxes and licenses	1,500	-	-	-	-	-	1,500
Unrestricted Intergov't Revenues	6,023,300	-	-	290,000	-	290,000	6,313,300
Restricted Intergov't Revenues	511,100	-	-	34,999	-	34,999	546,099
Permits & Fees	925,700	-	-	(14,000)	-	(14,000)	911,700
Sales & Services	720,700	-	-	(45,000)	-	(45,000)	675,700
Assessments	24,200	-	-	-	-	-	24,200
Other Revenues	1,249,880	-	-	700	-	700	1,250,580
Investment Income	180,000	-	-	9,000	-	9,000	189,000
Appropriated Fund Balance	755,967	293,449	-	(364,999)	-	(71,550)	684,417
TOTAL REVENUES	\$ 21,578,347	\$ 293,449	\$ -	\$ 5,700	\$ -	\$ 299,149	\$ 21,877,496
OPERATING EXPENDITURES							
Governing Body	147,150	-	-	-	-	-	147,150
Administration	1,383,700	6,140	-	-	-	6,140	1,389,840
Financial Services	671,180	-	-	-	-	-	671,180
Human Resources	536,060	9,920	-	(50,000)	-	(40,080)	495,980
Police	3,347,260	16,887	-	5,000	-	21,887	3,369,147
Fire	3,071,520	10,707	-	10,700	-	21,407	3,092,927
Inspections	317,890	-	-	-	-	-	317,890
Public Services Administration	481,270	-	76,000	3,000	-	79,000	560,270
Streets & Grounds	1,685,200	1,000	(70,900)	5,700	-	(64,200)	1,621,000
Powell Bill	1,100,500	-	-	-	-	-	1,100,500
Solid Waste	1,724,530	-	-	22,500	-	22,500	1,747,030
Planning	801,110	34,620	-	-	-	34,620	835,730
Community Development	168,430	-	-	-	-	-	168,430
Recreation	1,879,030	4,488	-	-	-	4,488	1,883,518
Library	150,000	45,000	-	-	-	45,000	195,000
Harness Track	579,250	-	-	-	-	-	579,250
Fair Barn	374,240	1,550	-	-	-	1,550	375,790
Contingency	1,000,000	-	-	-	-	-	1,000,000
Debt Service	312,127	-	-	-	-	-	312,127
Total Operating Expenditures	19,730,447	130,312	5,100	(3,100)	-	132,312	19,862,759
CAPITAL EXPENDITURES							
Administration	19,292	-	-	2,500	-	2,500	21,792
Financial Services	880	-	-	-	-	-	880
Human Resources	1,100	-	-	-	-	-	1,100
Police	156,497	80,900	5,000	-	-	85,900	242,397
Fire	618,273	(900)	-	9,300	-	8,400	626,673
Inspections	572	-	-	-	-	-	572
Public Services Administration	57,466	19,315	-	(3,000)	-	16,315	73,781
Streets & Grounds	400,409	30,000	(10,100)	-	-	19,900	420,309
Solid Waste	206,943	-	-	-	-	-	206,943
Planning	928	-	-	-	-	-	928
Community Development	200,220	-	-	-	-	-	200,220
Recreation	27,581	25,850	-	-	-	25,850	53,431
Harness Track	103,148	-	-	-	-	-	103,148
Fair Barn	54,591	7,972	-	-	-	7,972	62,563
Total Capital Expenditures	\$ 1,847,900	\$ 163,137	\$ (5,100)	\$ 8,800	\$ -	\$ 166,837	\$ 2,014,737
TOTAL EXPENDITURES	\$ 21,578,347	\$ 293,449	\$ -	\$ 5,700	\$ -	\$ 299,149	\$ 21,877,496

Amended Budget as a % of
Original Budget

101.4%	101.4%	101.4%	-
--------	--------	--------	---

* Includes \$293,449 that was reappropriated from FY 2019.

**Village of Pinehurst
Schedule of Encumbrances
For the Fiscal Period Ended March 31, 2020**

	Annual Budget as of 03/31/2020	YTD as of 03/31/2020	Encumbered Amount	Unencumbered Balance
GENERAL FUND				
Operating Expenditures				
Governing Body	\$ 147,150	\$ 84,392	\$ 13,980	\$ 48,778
Administration	1,389,840	950,467	16,391	422,982
Financial Services	671,180	540,008	870	130,302
Human Resources	495,980	300,153	10,788	185,039
Police	3,369,147	2,220,429	24,658	1,124,060
Fire	3,092,927	2,022,290	45,733	1,024,904
Inspections	317,890	208,327	835	108,728
Public Services Administration	560,270	364,981	19,670	175,619
Streets & Grounds	1,621,000	872,860	129,645	618,495
Powell Bill Funds	1,100,500	11,625	788,431	300,444
Solid Waste	1,747,030	1,135,737	242,931	368,362
Recreation	1,883,518	1,087,971	50,080	745,467
Library	195,000	130,027	25,527	39,446
Harness Track	579,250	305,872	33,312	240,066
Fair Barn	375,790	228,825	15,417	131,548
Planning	835,730	507,754	8,184	319,792
Community Development	168,430	94,158	19,452	54,820
Fleet Maintenance	814,060	534,950	11,783	267,327
B&G Maintenance	1,334,260	751,625	100,415	482,220
Information Technology	1,262,440	823,461	35,122	403,857
Debt Service	312,127	310,873	-	1,254
Contingency	1,000,000	-	-	1,000,000
Total Operating Expenditures *	23,273,519	13,486,785	1,593,224	8,193,510
Capital Outlay Expenditures				
Administration	21,792	2,189	-	19,603
Financial Services	880	581	-	299
Human Resources	1,100	726	-	374
Police	242,397	219,661	-	22,736
Fire	626,673	3,616	11,692	611,365
Inspections	572	409	-	163
Public Services Administration	73,781	49,223	-	24,558
Streets & Grounds	420,309	129,920	33,801	256,588
Solid Waste	206,943	6,274	-	200,669
Recreation	53,431	29,598	-	23,833
Harness Track	103,148	80,416	-	22,732
Fair Barn	62,563	14,024	-	48,539
Planning	928	629	-	299
Community Development	200,220	145	-	200,075
Fleet Maintenance	937,140	322,725	598,115	16,300
B&G Maintenance	225,502	107,782	22,417	95,303
Information Technology	28,000	14,521	-	13,479
Total Capital Outlay Expenditures *	3,205,379	982,439	666,025	1,556,915
Charges to Other Departments *	(4,601,402)	(2,555,064)	-	(2,046,338)
TOTAL GENERAL FUND EXPENDITURES	\$ 21,877,496	\$ 11,914,160	\$ 2,259,249	\$ 7,704,087
COMMUNITY CENTER CAPITAL PROJECT FUND				
Capital Expenditures				
Design & Engineering Costs	\$ 344,000	\$ 326,995	\$ -	\$ 17,005
Construction Costs	4,569,165	4,117,639	205,293	246,233
TOTAL CAPITAL PROJECT FUND EXPENDITURES	\$ 4,913,165	\$ 4,444,634	\$ 205,293	\$ 263,238

* In this schedule, General Fund operating and capital expenditures are overstated due to internal service allocation budgets appearing in both the internal service departments (Fleet, B&G, & IT) and the department to which the expenditure is eventually allocated. Total expenditures, however, reflect the actual General Fund budget.

**Village of Pinehurst
Schedule of Ad Valorem Property Tax Collections
For the Fiscal Period Ended March 31, 2020**

Real and Personal

Tax Year	For the Fiscal Period Ended March 31, 2020			For the Fiscal Period Ended March 31, 2019		
	Budgeted Collections	Gross Collections	% Collected Through 03/31/2020	Budgeted Collections	Gross Collections	% Collected Through 03/31/2019
Third Prior Year	\$ -	\$ 71	100.00%	\$ -	\$ 2,132	100.00%
Second Prior Year	-	1,320	100.00%	-	5,240	100.00%
First Prior Year	5,000	2,555	51.10%	5,000	4,153	83.06%
Current Year	10,549,000	10,526,555	99.79%	9,642,000	9,636,807	99.95%
	<u>\$ 10,554,000</u>	<u>\$ 10,530,501</u>	<u>99.78%</u>	<u>\$ 9,647,000</u>	<u>\$ 9,648,332</u>	<u>100.01%</u>

Motor Vehicles

Tax Year	For the Fiscal Period Ended March 31, 2020			For the Fiscal Period Ended March 31, 2019		
	Budgeted Collections	Gross Collections	% Collected Through 03/31/2020	Budgeted Collections	Gross Collections	% Collected Through 03/31/2019
Third Prior Year	\$ -	\$ 359	100.00%	\$ -	\$ 381	100.00%
Second Prior Year	-	-	0.00%	-	-	0.00%
First Prior Year	2,000	-	0.00%	2,000	-	0.00%
Current Year	725,000	528,093	72.84%	646,000	486,038	75.24%
	<u>\$ 727,000</u>	<u>\$ 528,452</u>	<u>72.69%</u>	<u>\$ 648,000</u>	<u>\$ 486,419</u>	<u>75.06%</u>

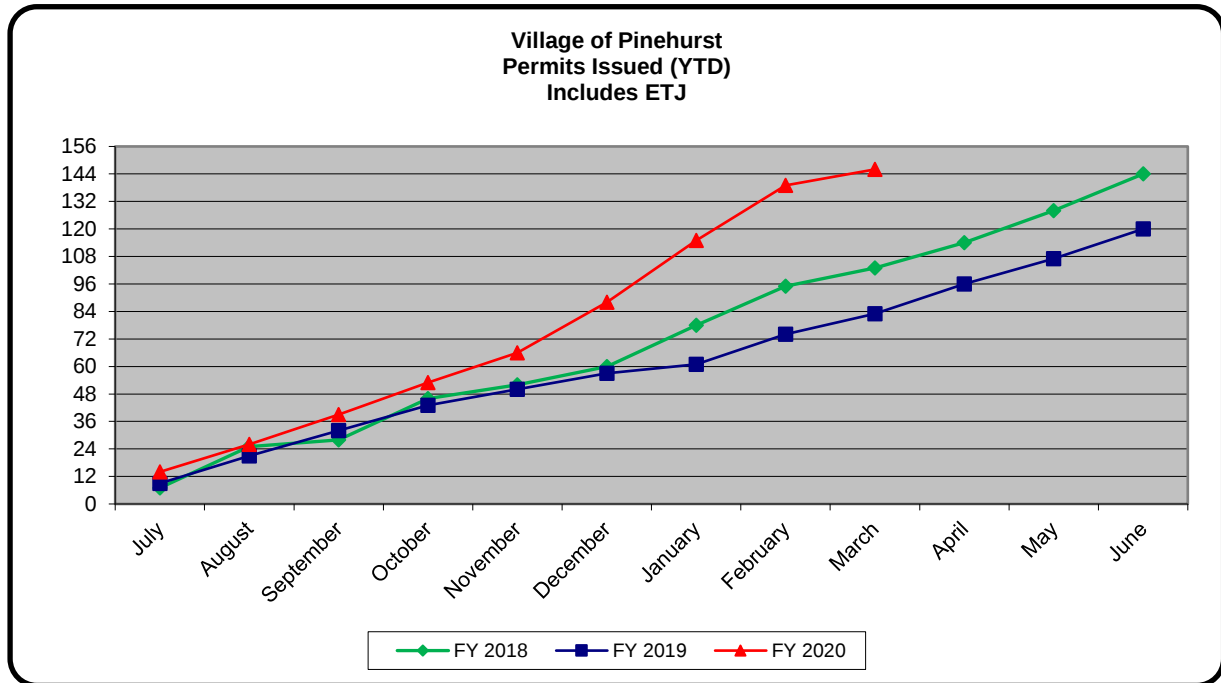
Village of Pinehurst
Schedule of Ad Valorem Property Tax Levy
For the Fiscal Period Ended March 31, 2020

Property Valuation				
	For the Fiscal Period Ended March 31, 2020	For the Fiscal Period Ended March 31, 2019	Dollar Increase (Decrease)	Percentage Increase (Decrease)
Real & Personal Motor Vehicles	\$ 3,519,478,827	\$ 3,277,064,983	\$ 242,413,844	7.40%
	176,556,966	165,215,623	11,341,343	6.86%
	<u>\$ 3,696,035,793</u>	<u>\$ 3,442,280,606</u>	<u>\$ 253,755,187</u>	<u>7.37%</u>

Levy				
	For the Fiscal Period Ended March 31, 2020	For the Fiscal Period Ended March 31, 2019	Dollar Increase (Decrease)	Percentage Increase (Decrease)
Real & Personal Motor Vehicles	\$ 10,556,553	\$ 9,669,002	\$ 887,551	9.18%
	526,533	484,971	41,562	8.57%
	<u>\$ 11,083,086</u>	<u>\$ 10,153,973</u>	<u>\$ 929,113</u>	<u>9.15%</u>

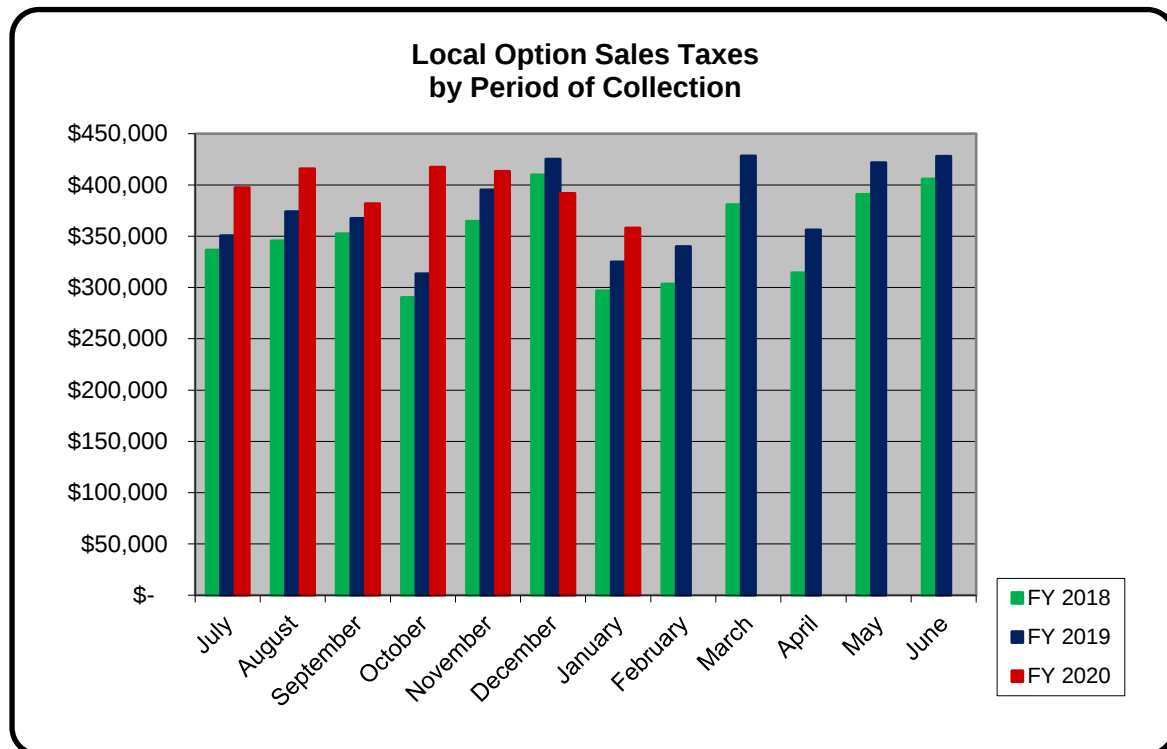
**Village of Pinehurst
Residential Building Permits - Includes ETJ**

	FY 2018		FY 2019		FY 2020		Construction Costs Percentage Change YTD
	# of Permits Issued	Est. Construction Costs	# of Permits Issued	Est. Construction Costs	# of Permits Issued	Est. Construction Costs	
July	7	\$ 1,691,850	11	\$ 2,707,900	14	\$ 2,607,470	-3.71%
August	18	3,158,655	12	2,037,903	12	6,686,427	95.83%
September	3	2,174,900	11	3,748,750	13	1,813,297	30.76%
October	18	4,675,000	11	3,826,000	14	4,773,000	28.89%
November	6	2,984,550	7	2,338,600	13	5,366,374	44.94%
December	8	1,589,700	5	1,939,800	22	4,775,079	56.77%
January	18	3,414,632	6	2,643,040	27	4,865,881	60.52%
February	17	4,524,452	13	1,400,000	24	3,997,192	69.00%
March	8	1,756,700	9	2,055,550	7	4,405,630	73.10%
April	11	2,206,400	13	2,372,968	-	-	
May	14	4,567,000	11	3,582,210	-	-	
June	16	5,748,500	13	5,748,658	-	-	
YTD	144	\$ 38,492,339	122	\$ 34,401,379	146	\$ 39,290,350	



**Village of Pinehurst
Local Option Sales Taxes**

	FY 2018	FY 2019	FY 2020	Same Month Change From Prior Year
July	\$ 336,443	\$ 350,690	\$ 397,457	13.34%
August	345,760	374,077	415,784	11.15%
September	352,649	367,404	381,836	3.93%
October	290,344	313,447	417,586	33.22%
November	364,829	395,196	413,475	4.63%
December	409,840	425,352	391,920	-7.86%
January	296,850	324,936	358,058	10.19%
February	303,470	339,985	-	
March	381,053	428,386	-	
April	314,470	356,115	-	
May	390,927	421,823	-	
June	405,916	428,103	-	
YTD	<u>\$ 4,192,551</u>	<u>\$ 4,525,514</u>	<u>\$ 2,776,116</u>	



Village of Pinehurst
Schedule of Fair Barn Revenues and Expenditures
For the Fiscal Period Ended March 31, 2020

	Annual Budget as of 03/31/2020	Quarterly Budget as of 03/31/2020	Actual 03/31/2020	YTD as of 03/31/2019	Current Year Over (Under) Prior Year	% of 2020 Budget Spent / Received YTD
<u>Fair Barn</u>						
Revenues	\$ 233,000	\$ 178,000	\$ 209,648	\$ 205,182	\$ 4,466	89.98%
Expenditures						
Operating	375,790	281,233	228,825	206,149	22,676	60.89%
Capital	62,563	37,563	14,024	39,377	(25,353)	22.42%
Debt Service	56,325	56,325	56,323	58,626	(2,303)	100.00%
	<u>494,678</u>	<u>375,121</u>	<u>299,172</u>	<u>304,152</u>	<u>(4,980)</u>	<u>60.48%</u>
Net <u>Before</u> Discounts	<u>(261,678)</u>	<u>(197,121)</u>	<u>(89,524)</u>	<u>(98,970)</u>	<u>9,446</u>	<u>34.21%</u>
Event Revenue Discounts			<u>(46,324)</u>	<u>(32,504)</u>	<u>(13,820)</u>	
Net <u>After</u> Discounts	<u>\$ (261,678)</u>	<u>\$ (197,121)</u>	<u>\$ (135,848)</u>	<u>\$ (131,474)</u>	<u>\$ (4,374)</u>	<u>51.91%</u>
Operating Revenues as a % of Operating Expenditures - Before Discounts	62%	63%	92%	100%		
Operating Revenues as a % of Operating Expenditures - After Discounts	62%	63%	71%	84%		
Target			79%			

Village of Pinehurst
Schedule of Harness Track Revenues and Expenditures
For the Fiscal Period Ended March 31, 2020

	Annual Budget as of 03/31/2020	Quarterly Budget as of 03/31/2020	Actual 03/31/2020	YTD as of 03/31/2019	Current Year Over (Under) Prior Year	% of 2020 Budget Spent / Received YTD
<u>Harness Track</u>						
Revenues	\$ 218,200	\$ 186,150	\$ 200,571	\$ 218,477	\$ (17,906)	91.92%
Expenditures						
Operating	579,250	434,353	305,872	385,837	(79,965)	52.80%
Capital	103,148	103,148	80,416	94,689	(14,273)	77.96%
	<u>682,398</u>	<u>537,501</u>	<u>386,288</u>	<u>480,526</u>	<u>(94,238)</u>	<u>56.61%</u>
Net <u>Before</u> Discounts	<u>(464,198)</u>	<u>(351,351)</u>	<u>(185,717)</u>	<u>(262,049)</u>	<u>76,332</u>	<u>40.01%</u>
Event Revenue Discounts			<u>(9,600)</u>	<u>-</u>	<u>(9,600)</u>	
Net <u>After</u> Discounts	<u>\$ (464,198)</u>	<u>\$ (351,351)</u>	<u>\$ (195,317)</u>	<u>\$ (262,049)</u>	<u>\$ 66,732</u>	<u>42.08%</u>
Operating Revenues as a % of Operating Expenditures - Before Discounts	38%	43%	66%	57%		
Operating Revenues as a % of Operating Expenditures - After Discounts	38%	43%	62%	57%		
Target			49%			