



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF FEBRUARY 11, 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. Approval of Village Council Meeting Minutes.

End of Consent Agenda.

4. Q2 Update on the Status of the FY 2020 Strategic Operating Plan Implementation.

5. Discuss and Consider a Resolution Authorizing the Sale of Surplus Capital Assets.

6. Discuss and Consider Resolution Amending the Village of Pinehurst Fees and Charges Schedule.

7. Other Business.

8. Comments from Attendees.

9. 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



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

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

2/4/2020

MEMO DETAILS:

Attached are the draft minutes from the Village Council Regular Meeting and Work Session on January 28, 2020.

ATTACHMENTS:

Description

- ☐ January 28, 2020 Regular Meeting
- ☐ January 28, 2020 Work Session



**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF JANUARY 28, 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, January 28, 2020 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

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 18 attendees, including 8 staff and 1 press.

1. Call to Order and Pledge of Allegiance.

Mayor Strickland, called the Village Council meeting to order and lead the group in the Pledge of Allegiance.

2. Reports:

Village Manager

- We have launched the survey for the Library Needs Assessment yesterday morning and currently we have received 85 completed surveys.
- Work on the St. Andrews railroad crossing will begin February 5th.

Village Council

- Mayor Strickland stated Council and the Village Manager attended the Essentials of Municipal Government class last week. He has been meeting with other Mayors around the community and will be meeting with Partners in Progress and the CEO of First Health in the coming weeks. At the last work session Council started discussing how to begin implementing the Comprehensive Plan, this continues to be a work in progress and is at the forefront of their work.
- Councilmember Hogeman stated she attended the County Commissioner retreat on January 15th and they reported the construction costs and progress of the new schools are all on track. Also, they presented a new draft land use plan and draft highway overlay corridor standards. She noted she was very pleased to see many of the recommendations made by Pinehurst on the highway corridor standards.
- Mayor Pro Tem Davis stated she attended the County Commissioners meeting last week and the notation of more rural areas was discussed.
- Councilmember Drum attend the Triangle J Council of Governments meeting and they are working on storm water management issues and we may be able to piggy back off of some of their work. He noted that regional partnerships are showing a lot of value for us.
- Councilmember Boesch stated she and Councilmember Drum have attended the Convention Visitors Bureau (CVB)

workshops the past couple of days. The CVB has been working with Moore County to bring in little league tournaments to the area over the next couple of years and working with the NC Department of Tourism to bring their 2023 conference to Pinehurst. The CVB would like to share some of their projects with Council, possibly at the end of February.

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. Budget Amendment to Reclassify Operating Items as Capital.
- B. Resolution 20-02 Re-appointing John Taylor to the Historic Preservation Commission.
- C. Public Safety Report for December 2019.
- D. Approval of Village Council Meeting Minutes.
 - a. January 14, 2020 Special Meeting
 - b. January 14, 2020 Regular Meeting
 - c. January 14, 2020 Work Session
 - d. January 14, 2020 Closed Session
- E. Budget Amendments Report.

End of Consent Agenda.

Councilmember Hogeman stated she would like to remove Item A from the consent agenda, which is a budget amendment to reclassify operating items as capital, for further discussion. Also, she noted that in the future she would like to list appointments as a separate agenda item to give the appointee a little respect.

Upon a motion by Councilmember Drum, seconded by Mayor Pro Tem Davis, Council unanimously approved the Consent agenda, without Item A, by a vote of 5-0.

4. Discuss and Consider Ordinance 20-01 a Budget Amendment to Reclassify Operating Items as Capital.

Brooke Hunter, Financial Services Director, explained that in the FY 2020 operating budget this year were funds for new SCBA breathing apparatuses and air cylinder replacements for the Fire Department in the amount of \$14,400. The pricing obtained when bidding the breathing apparatuses out was higher than expected and each unit exceeded the Village's capitalization threshold of \$5,000. This budget amendment is just moving \$11,800 of those funds, for breathing apparatuses, from operating to capital. The remaining funds will stay in the operating budget to cover the cost of air cylinder replacements, which are below the capitalization threshold.

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Drum, Council unanimously approved, Ordinance 20-01, a budget amendment reclassifying operating items as capital expenses in the amount of \$11,800, by a vote of 5-0.

5. Discuss and Consider Resolution 20-01 Appointing a New Voting Member to the Moore County Transportation Advisory Committee.

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Hogeman, Council unanimously approved, Resolution 20-01 appointing John C. Strickland as the voting member to the Moore county Transportation Advisory Committee, by a vote of 5-0.

6. Discuss and Consider Proposed Updates to the Historic District Guidelines.

Peter Hughes, Senior Planner, explained this agenda item is for the Village Council to discuss and consider proposed changes to the Historic District Guidelines to better clarify existing language and enhance the guidelines. Mr. Hughes reviewed all of the recommended changes and noted the Historic Preservation Commission (HPC) recommends the Village Council approve the proposed changes.

Upon a motion by Councilmember Drum, seconded by Councilmember Boesch, Council unanimously approved, amendments to the Local Historic District Guidelines as set forth in the staff report from Peter Hughes, Senior Planner, dated January 21, 2020 including the recommendation by Mayor Pro Tem Davis to remove "throughout this document" in the field of play definition, by a vote of 5-0.

7. Review and Approve the FY 2021 Balanced Scorecard, FY 2021 Areas of Focus, and the FY 2021-2025 Initiative Action Plans.

Lauren Craig, Organizational Performance Director, explained this agenda item is to review and approve several items related to the development of the FY 2021 Strategic Operating Plan (SOP) based on Council's discussions at the Strategic Planning Retreat in December and the January 14th work session. Ms. Craig noted that today, staff is seeking Council's approval of the FY 2021 Balanced Scorecard (BSC) and Areas of Focus as well as Council's guidance on the proposed list of FY 2021-2025 Initiative Action Plans (IAP). This is being done now to ensure that Senior Leaders develop the FY 2021 SOP and submit budget requests that align to Council's priorities.

Ms. Craig reviewed the proposed BSC with Council. Councilmember Boesch asked why goal 2.3, resident satisfaction with the quality of new development, is set higher at 80%. Ms. Craig explained this goal was set based on benchmarks and future efforts of the Village to improve this area. Jeff Sanborn, Village Manager, stated that if we are lucky will we get policy changes in place to help those numbers. Mayor Pro Tem Davis stated that the goals set on the BSC are saying we have a plan to move the satisfaction level up.

Ms. Craig reviewed the proposed IAP's for FY 2021 and explained that staff is seeking Council's direction to proceed with the RFQ process in the current fiscal year to select one consultant for the two small area plan IAPs since the small area plan for Village Place/Rattlesnake Trail Corridor was already included in this year's Strategic Operating Plan and budget. Ms. Craig explained that staff would be prepared to bring a draft RFQ back to Council at their February 25th Council meeting for approval, in order to release the RFQ in early March. Darryn Burich, Planning and Inspections Director, stated the work could be completed by one consultant and this could save time and money.

Mayor Strickland stated he is concerned about going to an outside consultant and spending additional funds, as previous plans have been completed in the past for Village Place. Councilmember Hogeman proposed that we should complete the small area plan for Village Place in house using existing plans, staff, and members of the public. Mr. Burich stated on the surface that sounds easy but when you start digging in we don't have the expertise at the staff level or capacity to complete a plan in-house and explained this would be a specific regulating plan for the area, not just changing the zoning map. Mayor Pro Tem Davis stated there are things that have been done in the past and now it is 2020 and we need to look forward. Councilmember Drum stated that the Planning Department has just been rebuilt and their existing list seems unsurmountable, he believes using a consultant scales up our staff. Mr. Sanborn stated that there was some discussion during the retreat about small area plans and he describe it then as it can help define to developers what right looks like to the Village of Pinehurst. He also noted that the footprint we are looking at is twice the size as the old plans developed for Village Place. The group discussed the process of updating the Pinehurst Development Ordinance in conjunction with a small area plan. Mayor Pro Davis stated she would like to see a document that shows the process and how all the moving parts work together.

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Drum, Council unanimously approved, the Fiscal Year 2021 Balanced Scorecard and the Areas of Focus as presented, by a vote of 5-0.

8. Other Business.

No other business was discussed.

9. Comments from Attendees.

- Colette Kolinski, Queens Court, stated after 5 years of attending Planning and Zoning Board meetings she was glad to finally see we have people that are going to respond to the Planning and Zoning items. We can start on ordinances pertaining to residential areas that are the most significant.
- John Hoffman, Everett Road, thanked Mayor Strickland and Councilmember Hogeman for working with him to help resolve the land use issues at the Community Presbyterian Church. He stated that he was recently informed that the project were near completion but now it appears that the church will not install the landscaping required. Three trees were removed across the street from this project and he would like them re-planted.

10. Motion to Adjourn.

Upon a motion by Councilmember Drum, seconded by Councilmember Boesch, Council unanimously approved to adjourn the regular meeting by a vote of 5-0 at 6:28 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 JANUARY 28, 2020
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

IMMEDIATELY FOLLOWING THE REGULAR MEETING

The Pinehurst Village Council held a Work Session at 6:35 p.m., Tuesday, January 28, 2020, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

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

And approximately 8 attendees, including 6 staff.

1. Call to Order.

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

2. Discuss Recommended Changes to Fees and Charges Schedule.

Brooke Hunter, Financial Services Director, stated the Village's Fees and Charges Policy calls for the periodic review of all fees and charges and staff has conducted a review and are recommending several changes. All of the proposed fee changes, if approved, would become effective July 1, 2020.

Ms. Hunter explained that for the Fire Department, staff is recommending adding a \$50 fee for the first re-inspection of a location if violations identified in the previous fire inspection are not corrected. The intent of this fee is to reduce the number of re-inspections performed by Fire Department staff and encourage timely corrections to fire code violations. In the Planning Department, staff is recommending adjusting the fees for the General Concept Plan and Minor Site Plan permits to reflect revised estimates in the amount of staff time spent on each permit. Also, staff is proposing removing the fee for residential right-of-way permits, as the review requires very little staff time, and we want to encourage residents to obtain encroachment agreements. Commercial organizations would still be required to pay the \$50 fee for right-of-way permits.

Ms. Hunter explained the most significant changes to the fee schedule this year relate to the Fair Barn facility. Staff has researched similar competing event venues and compared their pricing to ours and found that most venues charge a flat package price. Therefore, staff recommends following this trend and offering a package rate, which would be charged in addition to the applicable base fee. The package rate proposed includes all Fair Barn amenities for one flat rate, \$1,500 for residents and \$2,000 for non-residents and commercial rentals, and eliminates the individual pricing for each item, such as a dance floor or stage. However, renters wishing to use only tables and chairs with their facility rental may still do so on a per table/chair basis, but if any additional amenity is requested, the package rate would apply. Ms. Hunter noted the fee for individual chairs is proposed to increase to \$6.00 per chair for all categories of renters, which is more in line with, but still less than, outside rental company charges. Also, an increase of approximately 3% in base fees is recommended and the required \$150 cleaning fee has been added to the base fee to eliminate the separate charge. Mark Wagner, Parks and Recreation Director, explained that for Fair Barn non-profit rentals, staff recommends that all organizations who meet the criteria for a non-profit 501(c) 3-7 pay the package rate of \$1,500 and have all other fees waived. Council and staff discussed sponsorship requests for use of the Fair Barn and how to streamline the process.

and amend the sponsorship policy.

Ms. Hunter explained for the Harness Track, staff is recommending an increase for most fees, as none of these fees have been increased since at least July 2015, with some dating even further back. Mr. Wagner explained for monthly stall rentals, staff recommends decreasing the rate. Discussions with current and prospective trainers indicated an interest in bringing additional horses to the Harness Track for a portion of the season if the monthly rate was lower. Council agreed to go ahead and add a monthly stall rental fee of \$325 to the schedule now to entice monthly rentals this season, since the stalls are not at full capacity.

Ms. Hunter explained that also in Parks and Recreation staff is recommending converting the Non-Resident Family Membership to a single renewal date of January 1st each year, instead of a rolling 12 month period. Staff also proposes renaming the Temporary Use Permits section to Special Events Permits since Temporary Use Permits are used for a specific purpose in the Planning and Inspections Department and are not for permitting community events. Ms. Hunter stated that lastly a description has been added to the Community Center section to define weekday rentals as Monday through Thursday and weekend rentals as Friday through Sunday, which is consistent with our Fair Barn facility rentals.

3. Other Work Session Business.

No other business was discussed.

4. Motion to Adjourn.

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Boesch, Council unanimously approved to adjourn the work session by a vote of 5-0 at 7:35 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



**Q2 UPDATE ON THE STATUS OF THE FY 2020 STRATEGIC OPERATING
PLAN IMPLEMENTATION.
ADDITIONAL AGENDA DETAILS:**

FROM:

Lauren Craig

CC:

Jeff Sanborn

DATE OF MEMO:

2/6/2020

MEMO DETAILS:

This agenda item is to review the update on the status of implementing the FY 2020 Strategic Operating Plan, including this year's Initiative Action Plans (IAPs) through December 31, 2019.

ATTACHMENTS:

Description

▣ Q2 FY 2020 SOP Update

Village of Pinehurst Strategic Operating Plan Update Q2 FY 2020



VILLAGE OF PINEHURST | www.vopnc.org



FY 2020 Strategic Operating Plan Overview

Village Council

Each year, the Pinehurst Village Council adopts a Strategic Operating Plan, which indicates the Village's plans to achieve our vision and mission. The Strategic Operating Plan covers the fiscal year that begins on July 1 and includes a five-year financial plan.

Vision, Mission, and Values

The vision is what the Village intends to be and the mission is what the Village must do to achieve that vision. The Village's core values are the guiding principles and behaviors that embody how Village employees and volunteers are expected to operate as they provide services.



Balanced Scorecard

The Village uses a Balanced Scorecard (BSC) to integrate strategic planning and resource allocation. The BSC contains goals, objectives, and key performance indicators in four perspectives to ensure a balanced approach to evaluating the achievement of organizational strategy:

1. Customer
2. Internal
3. Workforce
4. Financial

FY 2020 Balanced Scorecard

FY 2020 Goals

The FY 2020 Balanced Scorecard contains 9 strategic goals in the four perspectives.



FY 2020 Areas of Focus

Each balanced scorecard goal has one or more strategic objectives. Strategic objectives indicate how we will achieve the Village goals. In FY 2020, the Village Council identified four strategic objectives as Areas of Focus AOF:

1. Manage development and enforce codes and ordinances,
2. Provide interconnected pedestrian facilities,
3. Maintain high quality streets, and
4. Provide recreation programs, facilities, and cultural events.

FY 2020 Initiative Action Plans (IAPs)

Status of FY 2020 Initiative Action Plans at December 31, 2019

The FY 2020 Strategic Operating Plan includes 8 Initiative Action Plans (IAPs). IAPs are those defined and measurable activities needed to accomplish our strategic objectives that involve a significant amount of financial and/or staff resources or have a significant community impact over the five-year period. Below is a chart indicating the status of the 8 IAPs as of December 31, 2019. Please see the attached report for more information.

IAP Status at 12/31/2019		# of IAPs	% of IAPs
In progress; NOT on schedule		3	37.5%
In progress; on schedule		4	50%
Completed		1	12.5%
TOTAL		8	100%

Status of FY 2020 Initiative Action Plan Metrics at December 31, 2019

The 8 IAPs include metrics to track how effective the Village is at accomplishing targeted results. As of December 31, 2019, the Village achieved projected performance for 6, or 75%, of the 8 IAPs.

IAP Metrics at 12/31/2019		# of IAPs	% of IAPs
Achieved projected performance		6	75%
Did not achieve projected performance		2	25%
TOTAL		8	100%

The complete status of the FY 2020 IAPs and an indication if metric projections were achieved in Q2 are indicated in the table attached to this report.

Village of Pinehurst
Initiative Action Plans (IAPs) Quarterly Report
FY 2020



	Goal	IAP Name	IAP Description	FY	Q2 FY 2020 IAP Status				
					IAP Status	Q2 Comments	IAP Metrics	YTD Actual	YTD Goal
Customer	Safeguard the community	Police Department Accreditation	Implement accreditation standards for law enforcement and achieve Law Enforcement Accreditation through CALEA	FY19-FY21		Due to staff turnover, the timeline for the accreditation process was delayed by one year in Q1. Staff continued working through policy change approvals in Q2, which is not fully completed yet. Time sensitive document proofs are now being gathered and electronic policy acknowledgements are being collected from staff. Also, an annual ethics training was conducted, a requirement of accreditation.	Cumulative % of policies/standards required for accreditation reviewed	100%	100%
	Ensure an attractive residential community	Long-Range Comprehensive Plan Update AOF	Develop a Long-Range Comprehensive Plan to identify future land uses and community amenities needed to achieve the community's long term vision to retain and enhance the character of the community.	FY19-FY20		The Long-Range Comprehensive Plan Update project was completed when the Village Council adopted the final plan on October 22, 2019.	# of participants who attended meetings or viewed information on Envision the Village	2,172	500
		Small Area Plan for the Village Place/Rattlesnake Trail Corridor AOF	Engage a consultant to prepare a small area plan for the Village Place and Rattlesnake Trail Corridor.	FY20-FY21		The draft RFQ was prepared for the small area plan and will be reviewed by the Village Council in Q3.	# of residents who participate and engage in the planning process (online and in person)	0	0
	Maintain an active, healthy community	Community Center AOF	Construct the Community Center to meet resident demands for cultural and recreational activities.	FY20		Construction of the new Community Center was 95% complete at the end of Q2 and staff was preparing for the move with obtaining appropriate furniture, appliances, and supplies.	Total # of participants in athletic and recreation programs	2,525	2,700
Internal	Professionally manage a high performing organization	P&I Process Improvements <i>(carryforward)</i>	Implement software to process permits and inspections with an online portal and implement other recommendations to improve permit and inspection processes as identified, recommended, and approved as a result of the BIRDIE evaluation.	FY19		This IAP is in progress and on schedule with no significant deliverables due until Q3.	Average # of days to issue single family permits for new construction and additions/alterations	9.68	8
		Build Baldrige Framework Systems & Culture	Continue to use the leading business model, the Baldrige Framework for Performance Excellence, to ensure systematic processes that deliver exceptional results and submit an application for the National Malcolm Baldrige Quality award in FY 2020.	FY19-FY21		Senior Leaders held two Baldrige Senior Leadership Team Meetings in Q2; documented approach, deployment, learning, and integration for addressing the Baldrige criteria; and began working on the results category by the end of Q2.	% of sections of the application drafted	13%	13%
							% of Quarterly Leadership Retreats held according to schedule	100%	100%

	Goal	IAP Name	IAP Description	FY	Q2 FY 2020 IAP Status				
					IAP Status	Q2 Comments	IAP Metrics	YTD Actual	YTD Goal
		Expand GIS Capabilities	Begin implementing the GIS Strategic Plan for the Village.	FY20		The GIS Analyst is continuing to organize and convert GIS data and maps.	# of static maps converted to ArcGIS for public and staff use	0%	0%
Workforce	Attract & retain an engaged workforce	Workforce Learning and Development	Expand the Village's succession planning process and enhance the workforce learning and development system.	FY19-FY20		Senior Leaders held a Learning and Development Meeting on December 18 to review the new learning and development process and reviewed data that correlated the effectiveness of the learning and development system with workforce engagement and key business results. TOPS training calendar is slightly behind schedule but is scheduled to release in February to employees.	% of vacancies filled with internal candidates	48%	35%
IAPs listed in red are FY 2020 Village Council Areas of Focus.									

Key for IAP Status	
	In progress; NOT on schedule
	In progress; on schedule
	Completed
Key for Metrics	
	Did not achieve projected performance
	Achieved projected performance



**DISCUSS AND CONSIDER A RESOLUTION AUTHORIZING THE SALE OF
SURPLUS CAPITAL ASSETS.
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

1/31/2020

MEMO DETAILS:

Village Ordinance #17-02 authorizes the Village Manager to sell surplus assets with an estimated market value of less than \$10,000. The two items listed on the attached resolution could potentially bring over \$10,000 at auction.

We are requesting that the Council adopt the attached resolution authorizing the sale of the listed assets. These items will be listed on the Village's GovDeals electronic auction website.

Thank you for your consideration. Please let me know if you have any questions.

ATTACHMENTS:

Description

- Resolution 20-03
- Ordinance 17-02 Authorizing Disposal of Assets Less than \$10,000

RESOLUTION #20-03:

A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO DISPOSE OF CERTAIN SURPLUS CAPITAL ASSETS.

WHEREAS, Village Ordinance #17-02 authorizes the Village Manager to sell surplus assets with an estimated market of less than \$10,000; and

WHEREAS, the Village desires to dispose of the following assets that may exceed an estimated value of \$10,000:

2007	Freightliner Garbage Truck	VIN #: 1FVACWCSO7HX80495,
1991	Ford 5610 Tractor	Serial #: BC72433; and

WHEREAS, pursuant to North Carolina General Statutes 160A-266(a), the Village Manager may dispose of the personal property, as approved by the governing body, subject to certain limitations, by any of the following methods:

Private negotiation and sale,
Advertisement for sealed bids,
Negotiated offer, advertisement, and upset bid,
Public auction (including electronic auction), or
Exchange; and

WHEREAS, the Village is required to publish the contents of this resolution after its adoption and no sale shall be consummated thereunder until 10 days after its publication;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 11th day of February, 2020 as follows:

SECTION 1. The Village Manager is authorized to sell the surplus capital asset listed above using any of the means approved by NCGS 160A-266(a).

SECTION 2. Copies of this resolution shall be furnished to the Clerk to the Village Council, Village Manager, and Financial Services Director for their direction and implementation.

THIS RESOLUTION passed and adopted this 11th day of February, 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

DRAFT

ORDINANCE #17-02:

AN ORDINANCE PRESCRIBING PROCEDURES FOR DISPOSING OF PERSONAL PROPERTY VALUED AT LESS THAN \$10,000

THAT WHEREAS, the Village of Pinehurst from time to time has personal property which is no longer needed or required; and

WHEREAS, North Carolina General Statute 160A-266 authorizes Village Council to adopt procedures for the disposal or exchange of personal property valued at less than \$30,000 for any one item or group of items; and

WHEREAS, North Carolina General Statute 160A-270 provides that the Village Council may conduct electronic auctions of the Village's personal property by authorizing the establishment of an electronic auction procedure or by authorizing the use of existing private or public electronic auction services; and

WHEREAS, Village Council desires to adopt procedures for the disposal and exchange of surplus personal property valued at less than \$10,000 for any one item or group of items, including but not limited to disposal and exchange by electronic means;

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of Pinehurst, North Carolina, in a regular meeting assembled this 28th day of February, 2017 as follows:

SECTION 1. Property That Can be Disposed of Under this Ordinance. The Village Manager is hereby authorized to declare surplus and dispose of any personal property owned by the Village of Pinehurst when, in his or her judgment, each of the following three criteria are met:

- a) the item or group of items to be disposed of has a fair market value of less than ten thousand dollars (\$10,000.00);
- b) the property is no longer necessary for the conduct of Village business; and,
- c) sound property management principles and financial considerations indicate that the interests of the Village of Pinehurst would be best served by disposing of the property.

Personal property that, in the judgment of the Village Manager, meets these three criteria is referred to in this Ordinance as "Surplus Property."

SECTION 2. Methods of Disposition. The Village Manager may dispose of Surplus Property by any means which he or she judges reasonably calculated to secure for the Village the fair market value in money or other consideration and to accomplish the disposal efficiently and economically, including but not limited to the methods of sale provided in Article 12 of North Carolina General Statutes, Chapter 160A-266 and 160A-270. Such sale may be public or private, and with or without notice and minimum waiting period.

SECTION 3. Sale by Electronic Auction. As one of several means of disposing of Surplus Property, the Village Manager is specifically authorized to dispose of Surplus Property by electronic means. The Village Manager is authorized to establish procedures for disposing of Surplus Property by electronic means, and is further authorized to use existing public or private electronic auction services to dispose of Surplus Property. Notwithstanding the requirements of North Carolina General Statute 160A-270, the Village shall not be required to provide advance notice of electronic auctions of such Surplus Property.

SECTION 4. Terms of Disposition. The Surplus Property shall be sold to the party who tenders the highest offer, or exchanged for any property or services useful to the Village of Pinehurst if greater value may be obtained in that manner, and the Village Manager is hereby authorized to execute and deliver any applicable title documents necessary or appropriate to consummate such sale. If no offers are received within a reasonable time, the Village Manager may retain the property for the Village, obtain any reasonably available salvage value, or cause it to be disposed of as waste material. No Surplus Property may be donated except by resolution of the Village Council.

SECTION 5. Records and Reports. The Village's Financial Services Director shall keep a record of all property sold under the authority of this Ordinance and that record shall describe the property sold or exchanged, to whom it was sold, or with whom it was exchanged, and the amount of money or other consideration received for each sale or exchange.

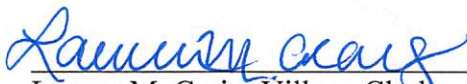
SECTION 6. Delegation. The Village Manager is authorized to delegate any or all of the authority granted or responsibilities assigned under this Ordinance to the Financial Services Director.

SECTION 7. This Ordinance is adopted pursuant to the provisions of North Carolina General Statutes 160A-266 and 160A-270.

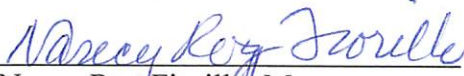
THIS ORDINANCE passed and adopted this 28th day of February, 2017.



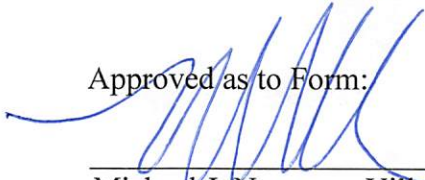
Attest:


Lauren M. Craig, Village Clerk

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: 
Nancy Roy Fiorillo, Mayor

Approved as to Form:


Michael J. Newman, Village Attorney



DISCUSS AND CONSIDER RESOLUTION AMENDING THE VILLAGE OF PINEHURST FEES AND CHARGES SCHEDULE.

ADDITIONAL AGENDA DETAILS:

FROM:

Brooke Hunter

CC:

Jeff Sanborn, Jeff Batton, Natalie Hawkins, & Mark Wagner

DATE OF MEMO:

2/3/2020

MEMO DETAILS:

The Village's Fees and Charges Policy calls for the periodic review of all fees and charges. Staff conducted a review of the Village's Fees and Charges Schedule and recommended several changes. This year's recommendations were discussed during Council's work session on January 28, 2020. Staff revised a few of the fees at the Fair Barn and Harness Track, based on the feedback received from Council. All changes are reflected below. The items proposed for your consideration are in the areas of Fire, Planning & Inspections, and Recreation.

Fire

In Fire, staff recommends adding a \$50 fee for the first re-inspection of a location if violations identified in the previous fire inspection are not corrected. The intent of this fee is to reduce the number of re-inspections performed by Fire Department staff and encourage timely corrections to fire code violations.

Planning & Inspections

In Planning, staff recommends adjusting the fees for the General Concept Plan and Minor Site Plan permits to reflect revised estimates in the amount of staff time spent on each permit. Also, staff proposes removing the fee for residential right-of-way permits, as the review requires very little staff time, and we want to encourage residents to obtain encroachment agreements.

Recreation

The most significant changes to the fee schedule this year relate to the Fair Barn facility. Staff researched similar competing event venues and compared their pricing to ours. They found that most venues charge a flat package price for all facility options. Staff recommends following this trend and offering a package rate, which would be charged in addition to the applicable base fee. The package rate includes all Fair Barn amenities for a flat rate of \$1,500 for residents and \$2,000 for non-residents/commercial. The package rate eliminates the individual pricing for each item. However, renters wishing to use only tables and chairs with their facility rental may still do so on a per table/chair basis, but if any additional amenity is requested (e.g. dance floor, sound system, stage, etc.), the package rate applies to the rental.

For Fair Barn non-profit rentals, staff recommends that all organizations who meet the criteria for a non-profit 501(c) 3-7 pay the base fee only and have all other fees waived. This will provide a discount of up to \$2,000 per event, but will allow the Village to recover some cost for hosting the event.

The fee for individual chairs is proposed to increase from \$1.50 for residents/non-profits and \$3.00 for non-

residents/commercial to \$6.00 for all categories of renters. This chair cost is more in line with, but still less than, outside rental company charges. Also at the Fair Barn, an increase of approximately 3% in base fees is recommended, except for non-profits which increased by a larger percentage since additional amenities will be provided at no cost for this category of renters. The required \$150 cleaning fee has been added to the base fee to eliminate the separate charge.

For the Harness Track, staff recommends an increase of approximately 5% for seasonal stall rentals and an increase of 3% for most other fees. None of these fees have been increased since at least July 2015, with some dating even further back. Staff recommends decreasing the monthly stall rent from \$412 to \$325. Discussions with current and prospective trainers indicated an interest in bringing additional horses to the Harness Track for a portion of the season if the monthly rate was lower.

For Parks & Recreation, staff recommends converting the Non-Resident Family Membership to a single renewal date of January 1st each year, instead of a rolling 12 month period from the date of purchase. This will align with our newly created Open Gym Memberships and will allow our registration software to track memberships more efficiently. Staff also proposes renaming the Temporary Use Permits section to Special Events Permits. Temporary Use Permits are used for a specific purpose in the Planning & Inspections Department and are not for permitting community events. This terminology change will more accurately describe the permits/fees associated with special events. Lastly, a description has been added to the Community Center section to define weekday rentals as Monday through Thursday and weekend rentals as Friday through Sunday. This is consistent with our Fair Barn facility rentals.

Sponsorships

At the January 28th work session, Council and staff also discussed eliminating the current sponsorship policy and replacing it with specific language to include organizations who provide a direct benefit to the Village. The following statements have been added to the Fair Barn facility rental section (pg. 9) and the Arboretum and Tufts Park rental section (pg. 18):

“Fees will be waived for Village departments, non-profits under contract to provide direct services on behalf of the Village, non-profits who spend a majority (greater than 50%) of their financial expenditures for enhancement to Village-owned facilities, and other governmental agencies that have reciprocal facility use agreements with the Village. Non-profits and other governmental agencies that fit these categories are restricted to no more than three days of free use per calendar year. Additional uses are at the established non-profit rate.”

A motion is needed to rescind Resolution #15-38, which established the existing sponsorship policy. A resolution is attached to this agenda item to amend the fee schedule, which includes the revised language above identifying the categories of organizations who qualify to receive fee waivers.

Full details of the recommended changes to the fee schedule are provided in the attached “Changes to Fees & Charges” document. This document provides the current fee, proposed fee, any increase or decrease, percent change, and a brief explanation for the change.

All of the proposed fee changes, if approved, will become effective July 1, 2020. The affected Department Heads and I plan to attend the meeting to address any questions you may have.

ATTACHMENTS:

Description

- ☐ Resolution 20-04 Amending the Fees and Charges Schedule
- ☐ Fee Schedule Changes 7-2020
- ☐ Fee Schedule 07-01-2020 (Exhibit A)

RESOLUTION #20-04:

A RESOLUTION AMENDING THE VILLAGE OF PINEHURST FEES AND CHARGES SCHEDULE

THAT WHEREAS, the Village Council of the Village of Pinehurst adopted a Pinehurst Fees and Charges Schedule on the 9th day of March, 2004; and

WHEREAS, it is the policy of the Village of Pinehurst to review and amend the Fees and Charges Schedule on an annual basis, or as deemed necessary; and

WHEREAS, the Village Council, after considering all of the facts and circumstances surrounding the proposed amendments to the Pinehurst Fees and Charges Schedule, have determined that it is in the best interest of the Village of Pinehurst to make the amendments as requested.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled on the 11th day of February, 2020, as follows:

SECTION 1. That the attached “Village of Pinehurst Fees and Charges Schedule,” is hereby adopted effective July 1, 2020, said schedule attached hereto as (Exhibit A) is made a part hereof, the same as if included verbatim.

SECTION 2. That all resolutions or sections thereof in conflict herewith are hereby repealed and declared null and void from and after the date of adoption of this resolution.

SECTION 3. That this Resolution shall be and remain in full force and effect from the date of its adoption.

THIS RESOLUTION passed and adopted this 11th day of February, 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

**Village of Pinehurst
Changes to Fees & Charges
Effective July 1, 2020**

Fire

Inspection (Non-Residential) (page 3)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
1st Re-Inspection with violations remaining	\$ -	\$ 50.00	\$ 50.00	100%	Add fee for the first re-inspection of a location if violations still remain.

Planning and Inspections

Planning and Inspections (page 5 and 7)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Site Plans: General Concept Plan	\$ 4,300.00	\$(1,400.00)	\$ 2,900.00	-33%	Adjust rate to accurately reflect staff time and direct labor cost involved.
Site Plans: Site Plan - Minor (< 2 acres)	1,100.00	1,000.00	2,100.00	91%	
Other Permits: Right of Way Use - Residential	50.00	(50.00)	-	-100%	Separate existing Right of Way Use permit fees between residential and commercial. Eliminate fee for residential Right of Way Use permits, as the review requires minimal staff time.
Other Permits: Right of Way Use - Commercial	50.00	-	50.00	-	Separate existing Right of Way Use permit fees between residential and commercial. Maintain \$50 charge for commercial permits.

Recreation

Recreation - Fair Barn (page 9-10)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Facility Rental: Base Fee Full Day (14 hours or less): Resident	\$ 1,375.00	\$ 200.00	\$ 1,575.00	15%	Increase base fee by approximately 3% for Resident/Non-Resident/Commercial to adjust to market rates of competing venues. Increase base fee for Non-Profits by a larger percentage, as additional amenities will be provided at no cost for this category of renters. Also, include \$150 required cleaning fee in base fee and eliminate separate charge.
Facility Rental: Base Fee Full Day (14 hours or less): Non-Resident	1,750.00	200.00	1,950.00	11%	
Facility Rental: Base Fee Full Day (14 hours or less): Non-Profit	1,000.00	500.00	1,500.00	50%	
Facility Rental: Base Fee Full Day (14 hours or less): Commercial	2,000.00	200.00	2,200.00	10%	
Facility Rental: Base Fee Weekday (8 hours or less): Resident	785.00	165.00	950.00	21%	
Facility Rental: Base Fee Weekday (8 hours or less): Non-Resident	1,000.00	200.00	1,200.00	20%	
Facility Rental: Base Fee Weekday (8 hours or less): Non-Profit	500.00	500.00	1,000.00	100%	
Facility Rental: Base Fee Weekday (8 hours or less): Commercial	1,150.00	200.00	1,350.00	17%	
Facility Rental: Base Fee Weekday (14 hours or less): Commercial	\$ 1,725.00	\$ 200.00	\$ 1,925.00	12%	Package rate for facility would include all amenities available. Package rate is charged per event plus applicable base fee per day. This eliminates the following other fees in the fee schedule.
Facility Rental: Package Rate (Includes all amenities) Resident Non-Resident/Commercial	Various fees on a per unit rental basis	-	\$1,500 + applicable base fee \$2,000 + applicable base fee	-	
Facility Rental: Outdoor Lawn: Resident/Non-Profit	250.00	(250.00)	-	-100%	
Facility Rental: Outdoor Lawn: Non-Resident/Commercial	325.00	(325.00)	-	-100%	Amenity included in package rate. Eliminate separate fee.
Other Fees: Admission Charged (does not apply to non-profit rentals)	10% of gross sales	-10% of gross sales	-	-100%	
Other Fees: Chairs (includes set-up)	1.50 (Res & NFP)/ 3.00 (Non-Res & Commercial)	4.50/3.00	6.00	300%/100%	Adjusting chair rate to market rate for all renter categories. The per chair rate is applicable to renters who are only using tables and chairs.
Other Fees: Kitchen Cleaning/Trash Removal (including co-sponsored and gratuitous events)	150.00	(150.00)	-	-100%	Fee is now included in base fee. Eliminate separate fee.

**Village of Pinehurst
Changes to Fees & Charges
Effective July 1, 2020**

Recreation

Recreation - Fair Barn (page 9-10)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Other Fees: Dance Floor	300.00	(300.00)	-	-100%	Amenity included in package rate. Eliminate separate fee.
Other Fees: Easels	5.00	(5.00)	-	-100%	
Other Fees: Event Parking (Determined by event coordinator)	-	-	-	-	
Other Fees: Picnic Tables	20.00	(20.00)	-	-100%	
Other Fees: Pipe & Drape	10.00	(10.00)	-	-100%	
Other Fees: Setup/Breakdown Fee for items used off site	200.00	(200.00)	-	-100%	
Other Fees: Sound System	100.00	(100.00)	-	-100%	
Other Fees: Stage (4' X 8' Section)	15.00	(15.00)	-	-100%	
Other Fees: Stage (24' X 16' Full)	180.00	(180.00)	-	-100%	
Other Fees: Vendor/Exhibitor	25.00	(25.00)	-	-100%	
Other Fees: Video Projector	100.00	(100.00)	-	-100%	
Other Fees: Video Projector Screen (12' X 12')	100.00	(100.00)	-	-100%	

Recreation

Recreation - Harness Track (page 12-13)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Ground Use: One Infield - without Show Rings	150.00	5.00	155.00	3%	Increase Harness Track fees by approximately 3%.
Ground Use: One Infield - with Show Rings	250.00	10.00	260.00	4%	
Ground Use: Two Infields - without Show Rings	300.00	10.00	310.00	3%	
Ground Use: Two Infields- with Show Rings	350.00	10.00	360.00	3%	
Standardbred Training (Stall Rental): Full Season	927.00	48.00	975.00	5%	Increase Harness Track seasonal stall rental fees by approximately 5%.
Standardbred Training (Stall Rental): Monthly	412.00	(87.00)	325.00	-21%	Reduce monthly stall rental fee to encourage trainers to bring additional horses to the facility for a portion of the season. This recommendation was based on conversations with current and prospective trainers, who indicated an interest if the monthly rate was lower.
Standardbred Training (Stall Rental): Partial Month - Prorated	-	11.00	11.00	100%	Add prorated rate for partial monthly rentals.
Standardbred Training (Other Fees): Grooms Quarters - Improved	206.00	6.00	212.00	3%	Increase Harness Track fees by approximately 3%.
Standardbred Training (Other Fees): Grooms Quarters - Unimproved	72.00	2.00	74.00	3%	
Standardbred Training (Other Fees): Grooms Quarters - Additional Occupant	60.00	2.00	62.00	3%	
Standardbred Training (Other Fees): Paddock Fee	25.00	1.00	26.00	4%	
Horse Shows: Vendor/Exhibitor Fee	25.00	1.00	26.00	4%	
Stall Rental: Stall Rental (less than 100)	40.00	1.00	41.00	3%	
Stall Rental: Stall Rental (more than 100)	35.00	1.00	36.00	3%	
Stall Rental: Tack Stall Rental	35.00	1.00	36.00	3%	

**Village of Pinehurst
Changes to Fees & Charges
Effective July 1, 2020**

Recreation

Recreation - Parks and Recreation (page 15, 17 and 21)		Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Non-Resident Family Membership	-	-	-	-	-	Convert Non-Residential Family Membership to single renewal date of January 1st of each year, instead of rolling 12 month period from the date of purchase.
Temporary Use Permits	-	-	-	-	-	Change description to "Special Events Permits" as "Temporary Use Permits" are specific to Planning & Inspections Department.
Rental Fees for Use of Community Center	-	-	-	-	-	Add description to define weekday rentals as Monday-Thursday and weekend rentals as Friday-Sunday, which is consistent with Fair Barn facility rentals.

*Minor corrections to descriptions, formatting, and organization of fees have been made throughout the document, as noted in the redlined version. However, since these changes do not impact fees, they are not listed in the outline above.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

ADMINISTRATION:

Council Adopted Date	Description	Fee/Charge	Unit
Other Charges			
01/2016	Paper Copies	\$0.10	per sheet
01/2016	Overtime Costs if overtime is needed to fulfill a public records request promptly	Actual overtime cost	per request
01/2016	Special Service Charge for public records request involving extensive use of IT resources (> 2 hours of staff time)	Actual labor cost	per request
01/2016	Golf Cart Stickers	\$20.00	per cart
03/2004	Municipal Code Copies: Entire Code	\$0.10	per sheet
03/2004	Supplements	\$1.00	per sheet
03/2004	Non-Sufficient Funds (NSF)	\$35.00	per return
12/2007	Late Payment of Code Enforcement Invoices	1.5%	per month on balance unpaid after 30 days
<u>Rental Fees for Use of Village Rooms</u>			
Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility or equipment. Cancellation of an event results in forfeiture of all or a part of the deposit (30 days or less 100% retained, 31 days or more 50% retained). Deposits are refundable if facilities are properly cleaned by the user following the event and no damage to the facilities or the audio visual equipment has occurred.			
A pre-meeting training session with a representative from the IT Department is required prior to utilizing the audio visual equipment for the first time. If IT assistance with the audio visual equipment is needed during the rental period, the Audio visual assistance fee will be charged. The Village Manager has the right to waive the deposit and fee requirement if deemed appropriate.			
12/2007	Deposit – Assembly Hall & Station 91 Conference Room: Audio visual equipment is <u>not</u> utilized	\$100.00	per event
12/2007	Audio visual equipment is utilized	\$200.00	per event
12/2007	Rental Fee – Conference Room: Up to 3 hours: Resident	\$25.00	per event
12/2007	Non-Resident	\$50.00	per event
12/2007	More than 3 hours	\$25.00	per hour

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

ADMINISTRATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
12/2007	Rental Fee – Assembly Hall & Station 91 Conference Room:		
12/2007	Up to 3 hours:		
12/2007	Resident	\$50.00	per event
12/2007	Non-Resident	\$100.00	per event
12/2007	More than 3 hours	\$25.00	per hour
01/2013	Audio visual assistance	\$50.00	per hour
Reimbursement Fees for Services			
04/1998	Time	Cost of staff used (Salaries & Benefits), plus 10% administrative fee	per hour
04/1998	Equipment	Rates determined by Federal Emergency Management Agency (FEMA)	various
Refer to the FEMA schedule of equipment rates for the rates used to calculate the fee for the use of Village equipment. This schedule can be found at https://www.fema.gov/schedule-equipment-rates .			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
02/2020	Re-Inspection with all violations corrected	No Charge	
02/2020	Re-Inspection with violations remaining		
	1 st Re-Inspection	\$50.00	per inspection
	2 nd Re-Inspection	\$100.00	per inspection
	3 rd and Subsequent Re-Inspection	\$250.00	per inspection
Fire Prevention Permits			
The fees set forth in this section are fixed for the issuance of the permits required by the Fire Prevention Code.			
01/2015	Installation/Additions to Alarm or Sprinkler Systems	\$100.00	first 100 heads/devices \$0.50 per additional device
10/2001	Installation or Removal of AGST (Above Ground Storage Tanks) or UGST (Underground Storage Tanks)	\$50.00	per permit
10/2001	Fireworks Display	\$50.00	per permit
10/2001	Any Other Permits Required but not Listed Above	\$25.00	per permit
Fire Service: Hours for staff and equipment for non-village sponsored events will be billed at the established rate documented in the Administration section of the Fees and Charges Schedule.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

INFORMATION TECHNOLOGY (IT):

Council Adopted Date	Description	Fee/Charge	Unit
Media Charges			
12/2009	CD/DVD	\$1.00	per disk
Source Charges			
12/2009	Customized GIS Color Maps	\$50.00 plus cost of map	per hour, one hour minimum
12/2009	Data Analysis and Conversion	\$50.00 plus cost of media	per hour, one hour minimum
Color Orthos GIS Maps			
12/2009	Copy of already created map up to 8.5 x 11	\$2.00	per map
12/2009	Copy of already created map up to 11 x 17	\$6.00	per map
12/2009	Copy of already created map up to 17 x 22	\$10.00	per map
12/2009	Copy of already created map up to 22 x 34	\$12.00	per map
12/2009	Copy of already created map up to 34 x 44	\$20.00	per map
12/2009	Copy of already created ORTHO map up to 36 x 48	\$50.00	per map

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

PLANNING AND INSPECTIONS:

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Amendments				
02/2019	Zoning Text Amendment (PDO)	\$500	per application		
02/2019	Zoning Map (Rezoning)	\$1,300	per application		
02/2019	Zoning Map (Conditional Rezoning)	\$5,000	per application		
02/2019	Comprehensive Plan Amendment	\$750	per application		
	Board of Adjustment Fees				
02/2019	Appeal (50% is refunded if appeal is successful)	\$1,000	per application		
02/2019	Variance	\$500	per application		
	Certificates of Appropriateness (Historic District)				
02/2019	Certificate of Appropriateness (COA) - Major	\$500	per application		
02/2019	Certificate of Appropriateness (COA) - Minor	\$100	per application		
	Final Plats				
02/2019	Final Plat - Major	\$325	per application		
02/2019	Final Plat - Minor	\$50	per application		
	Site Plans (Commercial and Multi-Family)				
02/2020	General Concept Plan	\$2,900	per permit		
02/2019	Site Plan - Major (>= 2 acres)	\$4,000	per permit		
02/2020	Site Plan - Minor (< 2 acres)	\$2,100	per permit		
	Special Use Permit				
02/2019	Special Use	\$700	per application		
	Subdivisions of Land				
02/2019	Subdivision - Major	\$4,500	per permit		
02/2019	Subdivision - Minor	\$1,400	per permit		
02/2019	Subdivision - Exempt	\$50	per permit		
	Commercial Building Permits				
02/2019	Commercial Addition	\$1,200	per permit	\$0.59	per square foot (sf)
02/2019	Commercial Alteration	\$100	per permit	\$0.59	per square foot (sf)
02/2019	Commercial New	\$4,100	per permit	\$0.59	per square foot (sf)
	Demolition/Relocation Permits				
02/2019	Commercial Demolition	\$205	per permit	\$170	per permit
02/2019	Multi-Family Demolition	\$200	per permit	\$175	per permit
02/2019	Residential Demolition	\$50	per permit	\$150	per permit
	Grading/Clearing Permit				
02/2019	Grading/Clearing Permit (Required for any new construction)	\$40	per permit	\$110	per permit
	Multi-Family Building Permits				
02/2019	Multi-Family Addition	\$1,200	per permit	\$0.59	per square foot (sf)
02/2019	Multi-Family Alteration	\$100	per permit	\$0.59	per square foot (sf)
02/2019	Multi-Family New	\$4,100	per permit	\$0.59	per square foot (sf)

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

PLANNING AND INSPECTIONS (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Pools and Spas				
02/2019	Pool/Spa - Commercial	\$380	per permit	\$170	per permit
02/2019	Pool/Spa - Residential	\$65	per permit	\$110	per permit
	Re-Roof (>\$15,000)				
02/2019	Re-Roof - Commercial	\$40	per permit	\$110	per permit
02/2019	Re-Roof - Residential	\$40	per permit	\$60	per permit
	Residential Building Permits				
02/2019	Residential Addition	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential Alteration	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential New	\$330	per permit	\$0.17	per square foot (sf)
03/2004	Residential New - Homeowners Recovery Fee	\$10	per permit		
	Single Trade Permits - Commercial/Multi-Family				
02/2019	Commercial/Multi-Family Electrical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Mechanical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Plumbing	\$40	per permit	\$60	per permit
	Single Trade Permits - Residential				
02/2019	Residential Electrical	\$40	per permit	\$40	per permit
02/2019	Residential Mechanical	\$40	per permit	\$40	per permit
02/2019	Residential Plumbing	\$40	per permit	\$40	per permit
	Manufactured/Modular Units				
02/2019	Manufactured/Modular Units - Commercial	\$100	per permit	\$150	per unit
02/2019	Manufactured/Modular Units - Residential	\$100	per permit	\$100	per unit
	Accessory Structures				
02/2019	Accessory Structures - Commercial	\$200	per permit	\$0.59/sf	per square foot (sf)
02/2019	Accessory Structures - Residential	\$175	per permit	\$0.17/sf	per square foot (sf)
03/2004	Accessory Structures - No Dimension > 12 ft.	\$50	per permit		
	Other Permits				
02/2019	ABC Permit	\$50	per permit	\$100	per permit
02/2019	Beekeeping	\$25	per permit		
02/2019	Decks and Patios	\$100	per permit	\$50	per permit
02/2019	Docks & Bulkheads	\$100	per permit	\$50	per permit
02/2019	Driveway	\$25	per permit	\$75	per permit
02/2019	Fence, Wall, or Column	\$125	per permit	\$50	per permit
02/2019	Floodplain Development	\$200	per permit		
02/2019	Home Health & Day Care	\$50	per permit	\$100	per permit
03/2004	Home Occupation	\$50	per permit		
02/2019	Mobile Food Vendor	\$25	per permit		

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

PLANNING AND INSPECTIONS (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Other Permits (continued)				
02/2019	Propane Tank	\$50	per permit	\$50	per permit
02/2020	Right of Way Use - Residential	No Charge	per permit		
02/2020	Right of Way Use - Commercial	\$50	per permit		
02/2019	Seasonal Pool	\$25	per permit		
02/2019	Sign - Permanent	\$225	per permit	\$50	per permit
02/2019	Solar Permit	\$45	per permit	\$55	per permit
02/2019	Temporary Use	\$250	per permit		
02/2019	Tent (Inspection fee waived for horse show tents)	\$65	per permit	\$110	per permit
02/2019	Zoning Use	\$50	per permit		
	Other Fees				
02/2019	Annexation	No Charge	per petition		
02/2019	Compliance or Re-Inspection Fee			\$100	per inspection
02/2019	Encroachment Agreement	\$200	per agreement		
02/2019	Modification to Prior Approval	\$200	per application		
02/2019	Plan Re-Review Fee (3rd and subsequent reviews)	\$500	per review		
02/2019	Pre-Application Meeting	No Charge	per meeting		
02/2019	Time Extension	\$50	per application		
02/2019	Zoning Certification Letter	\$50	per letter		
	Penalties/Violations				
03/2004	Lift a STOP WORK ORDER			\$100	per STOP WORK ORDER
03/2004	Work performed without a permit	Double fee	per permit		
All permitting and inspection fees for residential repairs made under the Habitat for Humanity Repair Program are waived.					

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

POLICE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
12/2004	Parking Ticket:		
12/2004	Overtime Violation	\$5.00	per ticket
	Other Parking Violations	\$10.00	per ticket
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Permit	\$10.00	per application
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Special Permit	No Charge	per application
12/2009	Precious Metals Dealer Permit	\$180.00	per application
12/2009	Precious Metals Registered Employee	\$10.00	initial application per employee
		\$3.00	annual renewal per employee
12/2009	Precious Metals Special Occasion Permit	\$180.00	per application

PUBLIC SERVICES – SOLID WASTE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
Each single-family residence will be issued one refuse cart and may request one recycling cart and one yard debris cart free of charge. Each single-family residence may also purchase a maximum of one additional refuse, recycling, and/or yard debris cart for residential use which will be collected at no additional charge.			
01/2014	Refuse:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
01/2016	Recycle:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
01/2016	Yard Debris:		
01/2016	48 Gallon Cart	\$48.00	per additional cart
	95 Gallon Cart	\$55.00	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – FAIR BARN:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
Fair Barn can be rented under the following two options: the applicable base fee plus a package rate for all amenities or, for renters who use only tables and chairs, the applicable base fee plus a per table/chair fee. If any amenity is requested, other than tables and chairs, the package rate applies. Non-profits will only be charged the applicable base fee and may use all Fair Barn amenities.			
Fees will be waived for Village departments, non-profits under contract to provide direct services on behalf of the Village, non-profits who spend a majority (greater than 50%) of their financial expenditures for enhancement to Village-owned facilities, and other governmental agencies that have reciprocal facility use agreements with the Village. Non-profits and other governmental agencies that fit these categories are restricted to no more than three days of free use per calendar year. Additional uses are at the established non-profit rate.			
02/2020	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit** Commercial	\$1,575.00 \$1,950.00 \$1,500.00 \$2,200.00	per day
02/2020	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit** Commercial (14 hours or less) *: Commercial	\$950.00 \$1,200.00 \$1,000.00 \$1,350.00 \$1,925.00	per day
09/2013	Corporate Meeting	\$785.00 \$485.00	greater than 4 hours less than 4 hours
*Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. **See Non-Profit definition on Page 10.			
Special Use			
12/2003	Base Fee	Determined with the approval of the Parks and Recreation Director	
Other Fees			
02/2020	Package Rate (Includes all amenities): Resident Non-Resident/Commercial	\$1,500.00 \$2,000.00	per event plus applicable base fee

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
02/2019	Cancellation (90 days or less)	80% of deposit retained	per deposit
02/2019	Cancellation (91 days or more)	60% of deposit retained	per deposit
02/2020	Chairs (includes set-up)	\$6.00	per chair
02/2019	Deposit (Security/Damage): Non-Profit* (full day or weekday) Full Day (excluding non-profits) Weekday (excluding non-profits)	\$750.00 \$1,250.00 \$1,000.00	per event
09/2013	Corporate Meeting Deposit	\$250.00	per event
01/2015	Holiday Premium **	\$375.00	per day
02/2019	Prohibited Items (deducted from deposit)	\$500.00	per event
12/2007	Tables (includes set-up)	\$9.00	per table
* See Non-Profit definition below. ** Holiday Premium applies to the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.			
Fair Barn Fees and Charges Definition			
12/2003	Categories of Renters:		
12/2003	<u>Resident:</u> Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Resident:</u> Non-commercial, private individual that does not own property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.		
12/2003	<u>Commercial:</u> Any individual, sole proprietorship, corporation, business or other entity that does not qualify under any other renter category.		
07/2017	<u>Corporate Meeting:</u> Any Commercial or Non-Profit renter using the facility Monday through Thursday between the hours of 8:00 AM and 5:00 PM. Rates are inclusive of all amenities such as tables and chairs charged under Other Fees in this Schedule.		
The Village of Pinehurst reserves the right to define the renter category based on the usage.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Other Definitions			
12/2003	<u>Deposit:</u> Amount due in advance to secure reservation of date, adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of the deposit per the Fee Schedule.		
07/2017	<u>Base Fee:</u> Minimum charge paid by all renters of the Fair Barn. Base fee must be paid in full at least ten business days prior to rental. The Weekday rate applies to any single event that occupies the facility for one day but does not apply to any event held on consecutive days or on Holidays. The Weekday rate applies to any one (1) day rental held on Monday through Thursday, which lasts no more than 8 hours, and rental must be completed and properly cleaned by 8:00 p.m. This time period must include all preparations for caterers, florists, exhibit setup, decorating, etc. and clean up after the event. Weekday rentals that go beyond the specified closing time of 8:00 p.m. will be billed an additional amount equal to the applicable Full Day rate.		
07/2017	<u>Other Fees:</u> Charges for additional services or equipment provided by the Fair Barn. All other fees associated with a rental must be paid in full at least ten business days prior to rental.		
12/2003	<u>Sponsored/Co-Sponsored:</u> Events presented by, or coordinated with, the Village of Pinehurst per the "Village Sponsorship of Events" policy.		
12/2003	<u>Special Use:</u> An event or activity, not sponsored or co-sponsored by the Village of Pinehurst, that, due to its size, scope, timing or other unusual characteristic or requirement, that qualifies as being beyond what is considered a normal and customary use of the facility. Criteria to determine if an event qualifies as a special use may include factors such as number of participants/spectators, economic factors such as estimated revenues and expenses, nature and type of event and extent of work required by the Village Staff that is above and beyond what is normal and customary. Examples of events that may qualify as special use are functions associated with other major events, athletic events, special events held on Track grounds generating a minimum of \$7,500 in revenue, special attractions and/or demonstrations.		

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – HARNESS TRACK:

Council Adopted Date	Description	Fee/Charge	Unit
Ground Use			
02/2020	One Infield - without Show Rings	\$155.00	per day
02/2020	One Infield – with Show Rings	\$260.00	per day
02/2020	Two Infields – without Show Rings	\$310.00	per day
02/2020	Two Infields – with Show Rings	\$360.00	per day
07/2017	Special Event Use – One Infield	\$600.00	per day
	Special Event Use – Two Infields	\$1,200.00	per day
Deposits			
01/2004	Grounds Use Clean Up	\$150.00	per rental
01/2004	Show Office Use Clean Up	\$50.00	per rental
01/2007	Stall Reservation	\$100.00	per stall
Standardbred Training (Stall Rental)			
02/2020	Full Season	\$975.00	per stall
02/2020	Monthly	\$325.00	per stall
02/2020	Partial Month – Prorated	\$11.00	per stall/per day
Standardbred Training (Other Fees)			
02/2020	Grooms Quarters - Improved	\$212.00	per month
02/2020	Grooms Quarters - Unimproved	\$74.00	per month
07/2015	Grooms Quarters - Prorated	\$7.00	per day
01/2013	Grooms Quarters Cleaning Fee	\$50.00	per room
02/2020	Additional Occupant	\$62.00	per month
02/2009	Manure Pile Removal	\$25.00	per pile
Horse Shows			
01/2001	Manure Pile Removal	\$25.00	per pile
12/2009	Impact Fee: Temporary Stalls Horse not using a stall	\$10.00	per stall, per show per day, per horse
01/2011		\$10.00	
02/2020	Paddock Fee	\$26.00	per paddock per show

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Horse Shows (continued)			
01/2015	Stall Clean Out	\$10.00	per stall
02/2020	Vendor/Exhibitor Fee	\$26.00	per vendor/exhibitor
Stall Rental			
Rates are per stall, per weekend, max of 3 nights			
02/2020	Stall Rental (less than 100)	\$41.00	
02/2020	Stall Rental (more than 100)	\$36.00	
02/2020	Tack Stall Rental	\$36.00	
01/2013	Additional Stall Nights over 3 Nights	\$15.00	per stall, per night
Other Fees			
01/1997	Admission/Parking Charge (does not apply to non-profit rentals)	10% of gate, if admission/parking is charged	
07/2015	Oversize Vehicle Parking (RV)	\$35.00	per night (maximum stay of 7 days)

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	
Harness Track Fees and Charges Definitions	
01/2012	<u>Ground Use Fee:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds. The Village of Pinehurst does not charge Ground Use Fees for general use by the public such as walking, golfing, etc.; Standardbred training; and Resort stable usage. Sponsored/co-sponsored activities by the Village with outside entities will negotiate a usage fee per the discretion of the Parks and Recreation Director. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group. Priority for rentals will be given to individuals or groups requesting use of the Show Rings.
01/1997	<u>Clean Up Deposit:</u> The Village requires all renters of the Harness Track grounds or any office to be used as the Show Office to supply a deposit. The Village of Pinehurst based on whether the facility is left clean by the user may retain all, a portion of, or none of the deposit.
01/2011	<u>Standardbred Fee:</u> Standardbred fees are charged according to the Fee Schedule. Improved Grooms Quarters refer to rooms with direct access to a combination of water/sewer and heat system. Un-Improved Grooms Quarters refer to rooms without access to water/sewer and heating. The Standardbred season is defined as the period from October 15 – May 1. Priority for stall reservations will be given to Full Season stall rentals. Monthly Stall rentals will be available on a first come, first served basis after all Full Season stalls have been assigned. Payments received in full, in advance or upon arrival for all Full Season stalls, will receive a 5% discount.
01/2014	<u>Horse Shows:</u> Horse Shows are charged the Ground Use Fee plus all other applicable charges listed in the Fee Schedule. Overtime hours for staff will be billed at the established rate as per the Village's Service Fee Policy. Fees related to inspections of tents will be waived for all horse shows held on the grounds.
01/1997	<u>Other:</u> Tack Shop, Track Restaurant, and Barn 19 each have their own lease agreements, which are renewed annually with an adjustment according to the Consumer Price Index (CPI).
07/2017	<u>Special Event Use:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds for any event or activity not sponsored/co-sponsored by the Village. Examples could include concerts, car shows, large gatherings that will have a significant impact on the facility. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – PARKS and RECREATION:

Council Adopted Date	Description	Fee/Charge	Unit
Memberships/Classes/Programs The fee for all Parks and Recreation programs, events, leagues and athletic events is the same regardless of the age of the participant unless specified otherwise in the Fee Schedule. No Pinehurst resident youth will be denied participation based on their ability to pay. The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started. Memberships will not be prorated.			
02/2020	Non-Resident Family Membership	Membership cost is \$60. The membership is valid for one year beginning on January 1 st . It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs.	
09/2019	Open Gym Membership – Individual Resident Non-Resident	\$15.00 \$30.00	per 6 months per 6 months
09/2019	Open Gym Membership – Family (2 or more members) Resident Non-Resident	\$30.00 \$60.00	per 6 months per 6 months
07/2017	Resident – Classes/Programs	\$10.00 plus direct costs	per participant
12/2008	Non-Resident – Classes/Programs	Two times resident fee	per participant
01/2016	Outside Group Programs	Outside groups using Village facilities to conduct programs or classes approved by the Village Parks & Recreation Department will remit 10% of all fees collected. There will be no charge for the use of the facilities.	
09/2019	Late Pickup Fee Resident/Non-Resident	\$1.00	per minute
Athletic Events The athletic events fee may be waived for youth at the discretion of the Parks and Recreation Director.			
01/1997	Team Fee (Resident and Non-Resident)	\$20.00 plus direct costs	per team
01/1997	Individual Fee: Resident	\$5.00 plus direct costs	per individual
01/2011	Non-Resident	Two times the resident fee	per individual

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Athletic Leagues			
01/1997	Team Fee: Resident	\$40.00 plus direct costs	per team
12/2008	Non-Resident	\$40.00 plus direct costs plus \$20.00 per non-resident on roster	per team
Youth Day Camps The weekly rates for Youth Day Camps will be calculated and published in the Spring/Summer Program Guide. The deposit will be applied to the weekly rate and the balance of each week reserved is due one week prior to the start of each session. The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
06/2013	Resident	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	One and a half times the resident fee	per participant
12/2007	Deposit	\$25.00	per week reserved
General Fees The following fees may apply to all Parks and Recreation Facility Rental unless stated otherwise in the Fees and Charges Schedule.			
06/2013	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
06/2013	Chairs-(only available on site)	\$1.50 set up by renter \$3.00 set up by Village staff	per chair
06/2013	Tables-on site	\$4.50 set up by renter \$9.00 set up by Village staff	per table
01/2016	Tables-off site (limited quantities)	\$4.50 Resident \$9.00 Non-Resident	per table
06/2013	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
07/2018	Food Vendor	\$75.00	per vendor
07/2018	Alcohol Vendor	\$400.00	per vendor

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
General Fees (continued)			
06/2013	Sound System	\$50.00	per event
12/2008	Overnight Parking(Resident and Non-Resident	\$2.00	per car per night
Rental Fees for Use of Village Parks			
01/2012	Facility Rental Supervisor	\$25.00 \$10.00	first two hours each additional hour
06/2013	Athletic Facilities: Resident/Non-Profit	\$15.00 \$30.00	per hour without lights per hour with lights
07/2017	Non-Resident	\$30.00 \$60.00	per hour without lights per hour with lights
12/2008	Bleachers (Resident and Non-Resident)	\$25.00	per bleacher per day
07/2017	Park Picnic Shelters: Resident/Non-Profit	\$30.00 \$15.00	first three hours each additional hour
07/2017	Non-Resident	\$60.00 \$15.00	first three hours each additional hour
Special Event Permits			
01/2015	Application Fee	\$50.00	per event
01/2015	Late Application Fee	\$25.00	per event
01/2015	Bleachers	\$50.00	per unit
01/2015	Greenway Trail Use	\$50.00	per event
01/2015	Post Event Clean Up	\$100.00	per event
01/2015	Street Closure	\$50.00	per barricade point
01/2015	On-site Staffing (three hour minimum)	Duration and number of staff needed will be determined by Parks and Recreation Director based on size and scope of event. Hourly rates will vary for staff scheduled to work an event.	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Arboretum and Tufts Park Rental fees and deposit requirements apply to individual, groups and non-profit organizations based on the location of principal operating office/residence. The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the grounds. Cancellation of an event results in forfeiture of all or a part of the deposit (90 days or less 100% of the deposit will be retained, 91 days or more 50% of the deposit will be retained). Deposits are refundable if grounds are properly cleaned by the user following the event and no damage to the grounds has occurred. Fees will be waived for Village departments, non-profits under contract to provide direct services on behalf of the Village, non-profits who spend a majority (greater than 50%) of their financial expenditures for enhancement to Village-owned facilities, and other governmental agencies that have reciprocal facility use agreements with the Village. Non-profits and other governmental agencies that fit these categories are restricted to no more than three days of free use per calendar year. Additional uses are at the established non-profit rate.			
Arboretum Lawn The Arboretum lawn is divided into three separate areas available for rent. The Pergola Garden is adjacent to the Assembly Hall, Joyce's Meadow is the large field below the Pergola Garden and the Magnolia Lawn is between the Entrance Structure and Overlook near the intersection of McCaskill and Magnolia Roads. If more than one amenity is requested to be used, the package rate will apply per day.			
Timmel Pavilion Only (includes tables and chairs)			
01/2015	Pavilion rental (5 hour maximum): Resident Non-Resident Resident and Non-Resident	\$180.00 \$240.00 \$40.00	first three hours first three hours each additional hour
07/2018	Pavilion rental (5 hour maximum) Discounted rate if booked within 72 hours of use: Resident Non-Resident Resident and Non-Resident	\$60.00 \$120.00 \$30.00	first three hours first three hours each additional hour
07/2017	Pavilion rental (full day): Resident Non-Resident	\$750.00 \$1,000.00	per day per day
Grounds Only (includes tables and chairs)			
07/2017	Pergola Garden: Resident Non-Resident	\$500.00 \$650.00	per day

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Arboretum and Tufts Park (continued)			
Grounds Only (includes tables and chairs) (continued)			
07/2017	Magnolia Lawn: Resident Non-Resident	\$500.00 \$650.00	per day
01/2015	Joyce's Meadow: Resident Non-Resident	\$600.00 \$775.00	per day
01/2015	All Grounds: Resident Non-Resident	\$775.00 \$1,000.00	per day
Grounds & Pavilion Rental (includes tables and chairs)			
07/2017	Pergola Garden & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	Magnolia Lawn & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	Joyce's Meadow & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	All Grounds & Timmel Pavilion: Resident Non-Resident	\$1,500.00 \$1,800.00	per day
Staff			
01/2015	Set up/Breakdown crew for tables and chairs	\$200.00	per event
Deposit			
01/2015	Timmel Pavilion Only Deposit	\$100.00	per event
07/2018	Multiple Amenities/Venues Deposit	\$200.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Tufts Memorial Park			
06/2013	Deposit	\$100.00	per event
06/2013	Resident	\$250.00	per day
01/2015	Non-Resident	\$325.00	per day
Special Events At the discretion of the Parks and Recreation Director, a fee may be established for special events based on direct costs.			
01/1997	Resident and Non-Resident	No charge	per participant
Workshops			
01/1997	Resident	\$5.00	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Trips			
01/1997	Using Non-Village Owned Vehicle: Resident	\$5.00 plus direct costs	per participant
01/1997	Non Resident	\$10.00 plus direct costs	per participant
01/1997	Using Village Owned Vehicle: Resident	\$5.00 plus direct costs and IRS mileage rate	per participant
01/1997	Non-Resident	\$10.00 plus direct costs and IRS mileage rate	per participant

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – PARKS AND RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Community Center Rental fees and deposit requirements apply to individuals, groups and non-profit organizations based on the location of principal operating office/residence. The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of all or a part of the deposit (14 days or less 100% of the deposit will be retained, 15 days or more 100% of the deposit will be refunded). Deposits are refundable if facility is properly cleaned by the user following the event and no damage to the facility has occurred. If more than one amenity is requested to be used, the package rate will apply per day. All kitchen rentals require additional kitchen cleaning fee as noted below. Weekend rental is for Friday – Sunday. Weekday rental is for Monday – Thursday.			
Community Center Facility Rentals:			
09/2019	Multi-Purpose Room: Resident - Weekday Resident - Weekend Non-Resident - Weekday Non- Resident - Weekend Additional Hourly Rate	 \$80.00 \$100.00 \$160.00 \$200.00 \$40.00	 first two hours first two hours first two hours first two hours each additional hour
09/2019	Multi-Purpose Room/Kitchen: Resident - Weekday Resident - Weekend Non-Resident - Weekday Non- Resident - Weekend Additional Hourly Rate	 \$110.00 \$140.00 \$220.00 \$280.00 \$55.00	 first two hours first two hours first two hours first two hours each additional hour
09/2019	Gymnasium: Resident - Weekday Resident - Weekend Non-Resident - Weekday Non-Resident - Weekend Additional Hourly Rate	 \$170.00 \$215.00 \$340.00 \$430.00 \$85.00	 first two hours first two hours first two hours first two hours each additional hour
09/2019	Gymnasium/Multi-Purpose Room: Resident - Weekday Resident - Weekend Non-Resident - Weekday Non-Resident - Weekend Additional Hourly Rate	 \$225.00 \$280.00 \$450.00 \$560.00 \$115.00	 first two hours first two hours first two hours first two hours each additional hour

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Community Center Facility Rentals (continued)			
09/2019	Gymnasium/Multi-Purpose Room/ Kitchen: Resident - Weekday Resident - Weekend Non-Resident - Weekday Non-Resident - Weekend Additional Hourly Rate	 \$260.00 \$325.00 \$520.00 \$650.00 \$130.00	 first two hours first two hours first two hours first two hours each additional hour
Tournaments:			
09/2019	Gymnasium: Resident - Weekday Resident - Weekend Non-Resident - Weekday Non-Resident - Weekend	 \$680.00 \$850.00 \$1,360.00 \$1,700.00	 per day per day per day per day
09/2019	Gymnasium/Multi-Purpose Room: Resident - Weekday Resident - Weekend Non-Resident - Weekday Non-Resident - Weekend	 \$900.00 \$1,125.00 \$1,800.00 \$2,250.00	 per day per day per day per day
09/2019	Gymnasium/Multi-Purpose Room/Kitchen: Resident - Weekday Resident - Weekend Non-Resident - Weekday Non-Resident - Weekend	 \$1,040.00 \$1,300.00 \$2,080.00 \$2,600.00	 per day per day per day per day
09/2019	Kitchen Cleaning Fee	\$50.00	per kitchen rental
Deposits			
09/2019	Multi-Purpose Room	\$75.00	per event
09/2019	Gymnasium	\$75.00	per event
09/2019	Tournaments	\$225.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
Parks and Recreation Fees and Charges Definitions In circumstances where demand is expected to exceed supply for classes and programs, Pinehurst residents will receive priority in registration by the establishment of advance registration dates open to Pinehurst residents only. Participants must live, own property, work, or go to school in Moore County. The parent(s) of youth participants must live, own property, work, or go to school in Moore County.	
01/1997	<u>Athletic Events:</u> Sport related programs that are held infrequently and last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there are no facility or logistical limitations).
01/1997	<u>Athletic Leagues:</u> Organized sport related programs that encompass a certain number of teams.
01/1997	<u>Classes:</u> Programs that require more than one meeting time to complete.
12/2007	<u>Day Camp Deposit:</u> Amount due at registration to secure slot for each participant, per session. Deposit is non-refundable.
01/1997	<u>Facility Rental:</u> Fee charged for the use of Village owned property.
01/2012	<u>Facility Supervisor:</u> A person employed by the Parks and Recreation department who is responsible for opening a facility for rental, providing necessary equipment, and locking facility at the conclusion of rental.
01/1997	<u>Indigent Youth:</u> Child under the age of 18 and still enrolled in school who, or whose parents or guardian, are receiving governmental financial assistance.
07/2016	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.
01/1997	<u>Non-Resident:</u> A person who does not reside inside the Village limits of Pinehurst nor who, or whose parents or guardian, pays Village of Pinehurst property taxes.
01/1997	<u>Resident:</u> A person who resides inside the Village limits of Pinehurst or whose parents or guardian, pays Village of Pinehurst Property taxes.
01/1997	<u>Special Events:</u> Programs that are held infrequently, last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there is not facility or logistical limitations).
01/1997	<u>Trips:</u> Organized travel for a specific purpose.
01/1997	<u>Workshops:</u> One-day programs that are limited to a set minimum and maximum.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
02/2019	Refund Policy
Purpose To adopt a fair and equitable refund policy for all fee based classes, programs, and leagues that allows for sufficient cancellation time for programs with participant deficits. Coverage This policy, upon adoption by the Village Council, shall be applicable to all individuals registered in fee based programs conducted by the Parks and Recreation Department until such time as it is altered, modified, or rescinded by the Village Council. Policy If the department cancels a program, class, activity, or facility reservation, a FULL refund will be issued in the form of a check within two (2) weeks. Once a person or team has registered for a program, class, activity, or league, or has reserved a facility or equipment, NO REFUNDS will be issued to that person or team UNLESS the department receives a request in writing five (5) working days prior to the first scheduled day of the program, class, activity, league action, or reservation. When an individual registrant has cancelled under certain circumstances that qualify the individual for a refund, the refund will be equal to the amount paid by the registrant, less a \$10.00 administrative fee and any non-refundable deposits that may be applicable. When an adult athletic team has canceled under circumstances that qualify the team for a refund, the refund will be 75% of the team's registration fee. The \$20 fee for non-resident team members is not refundable. If a registrant cancels participation in a trip, a full refund, less a \$10.00 administrative fee and any non-refundable deposits, will be issued if the trip is fully subscribed and the registrant's slot is filled. Otherwise, there will be no refund. Inclement Weather Policy – Shelters and Athletic Fields Rentals may be transferred to another available day or a refund may be given if the following occurs: • If lights are used, notice shall be given before lights are scheduled to come on. • If inclement weather occurs during the rental, notice shall be given as soon as a decision to cancel has been made and a partial refund/credit may be given. • When lights are not reserved, notice shall be given within twenty four (24) hours of rental. The Parks and Recreation Director will determine refunds in any special circumstance not addressed by this policy.	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2020**

VILLAGE- WIDE:

Council Adopted Date	
07/2013	
Upon approval, the fees and charges outlined in this schedule will be applied to all activities and events scheduled to occur after the effective date of the schedule. For example, a Fair Barn event booked after the approval date that will occur after the effective date will be billed at the newly established rates. The Village Manager or designee may charge a fee not included in the fee schedule but are deemed appropriate for unique situations. Fees for Co-Sponsored events will be determined by the Village Manager or designee. The Village Manager or designee may waive any fee that is deemed in the best interest of the community.	

RESOLUTION #15-38:

**A RESOLUTION ADOPTING A POLICY REGARDING STANDARDIZED
PROCESSING OF REQUESTS FOR VILLAGE SPONSORSHIP OF EVENTS
COORDINATED BY OTHER ENTITIES.**

THAT WHEREAS, many events occur in the Village of Pinehurst for which the event coordinator(s) request Village Sponsorship each year; and

WHEREAS, sponsorship may be in cash or in kind whereby the Village extends the use of Village facilities or staff for free or at a reduced rate; and

WHEREAS, it is important that the Village only extend sponsorship to the extent that it promotes the welfare, well-being and quality of life for our residents; and

WHEREAS, it is also important that sponsorship resources do not inappropriately augment the income or fund-raising of event coordinators;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled on the 22nd day of September, 2015, as follows:

SECTION 1. It shall be the Policy of the Village of Pinehurst that sponsorship requests be handled in accordance with the following criteria:

- a. For events coordinated by a non-profit for the apparent sole purpose of benefitting the community, sponsorship can be approved by the Village Manager after a careful review of the event, the event coordinator's status and all potential beneficiaries of the event.
- b. For events coordinated by a commercial entity for at least the partial purpose of earning profit, sponsorship for the first event of its type (subsequent to the passage of this resolution) may be approved in public by the Village Council. Sponsorship for subsequent similar events coordinated by the same entity may be approved in public by the Village Council after a review by the Village's Director of Financial Services of a full, financial accounting of the previous event.
- c. For events coordinated by either a commercial entity who has no clear financial gain at stake or by a non-profit that is attempting to raise funds, sponsorship may be approved by the Council in public for the first event of its type. For subsequent events, staff acts on Council approval of previous events unless/until the staff or the Council thinks something has changed that warrants re-consideration by the Council.

SECTION 2. That this Resolution shall be and remain in full force and effect from the date of its adoption.

Adopted this 22nd day of September, 2015.



Attest:

Lauren M. Craig
Lauren M. Craig, Village Clerk

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: Nancy Roy Fiorillo
Nancy Roy Fiorillo, Mayor

Approved as to Form:

Michael J. Newman
Michael J. Newman, Village Attorney