



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF JANUARY 23, 2018
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order.
2. Invocation and Pledge of Allegiance.
3. Reports:
 - Manager
 - Council
4. Honor George Hillier for his service on the Risk Management Committee for the Village of Pinehurst.
5. 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 Amendments Report
- B. Public Safety Reports.
 - Police Department
 - Fire Department
- C. Approval of Draft Village Council Meeting Minutes.
 - 01-09 Strategic Planning Retreat Follow Up
 - 01-09 Regular Meeting
 - 01-09 Work Session

End of Consent Agenda.

6. Discuss and consider appointing John Taylor and Mark Parsons to the Historic Preservation Commission and appointing Bob Farren as the Chairman.
7. Discuss and consider appointing Joel Shriberg to the Planning and Zoning Board and Board of Adjustment.
8. Consider recommended changes to Fees and Charges Schedule.
9. Review and approve the FY 2019 Balanced Scorecard, FY 2019 Areas of Focus, and the FY 2019-2023 Initiative Action Plans.
10. Discuss and consider approval of an Incentive Reward Program.

11. Discuss and consider changes to the Position Classification and Pay Plan.
12. Discuss and consider changes to the Pinehurst Municipal Code as it pertains to solid waste.
13. Other Business.
14. Comments from Attendees.
15. Motion to Adjourn.

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

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

Values: Service, Initiative, Teamwork, and Improvement.



**BUDGET AMENDMENTS REPORT
ADDITIONAL AGENDA DETAILS:**

FROM:

John Frye

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

1/17/2018

MEMO DETAILS:

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

ATTACHMENTS:

Description

□ Budget Amendments Report

**VILLAGE OF PINEHURST
BUDGET AMENDMENTS APPROVED BY BUDGET OFFICER
FOR THE PERIOD JANUARY 2, 2018 - JANUARY 16, 2018**

Under Village of Pinehurst Ordinance #17-07, the Village Council grants the Budget Officer, or Village Manager, the ability to transfer appropriations under specific conditions. These conditions allow transfers of up to \$10,000 between departments (including contingency) of the same fund for the FY 2018 Budget. The Budget Officer may not transfer monies between funds at any time.

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

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

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>APPROVED DATE</u>
1	10-80-620-7120	Harness Track - Capital Outlay: B&G Land Charges		\$ 10,000	1/16/2018
	10-80-640-7120	Fair Barn - Capital Outlay: B&G Land Charges	\$ 10,000		
		<i>(For costs associated with the landscaping project at the north end of the Fair Barn using Harness Track drainage funds to cover the drainage costs associated with the project.)</i>			



**PUBLIC SAFETY REPORTS.
ADDITIONAL AGENDA DETAILS:**

Police Department
Fire Department

FROM:

Lauren Craig

DATE OF MEMO:

12/3/2017

MEMO DETAILS:

The monthly public safety reports are attached.

ATTACHMENTS:

Description

- ☐ Police Department Report- December
- ☐ Fire Department Report- December

Incident IBR Reported Offenses Month To Month Comparison

Pinehurst Police Department December 2017 - December 2016

Part I Offenses	December 2016	December 2017	+/-	Percent Changed	Year-To-Date 2016	Year-To-Date 2017	+/-	Percent Changed
Murder	0	0	0	0%	1	0	-1	-100%
Rape	0	0	0	0%	0	0	0	0%
Robbery	0	0	0	0%	2	2	0	0%
Commercial	0	0	0	0%	1	0	-1	-100%
Individual	0	0	0	0%	1	2	1	100%
Assault	1	0	-1	-100%	2	6	4	200%
Violent Total:	1	0	-1	-100%	5	8	3	60%
Burglary	0	1	1	-	0	7	7	-
Residential	0	1	1	-	0	7	7	-
Non-Residential	0	0	0	0%	0	0	0	0%
Commercial	0	0	0	0%	0	0	0	0%
Other	0	0	0	0%	0	0	0	0%
Larceny	8	11	3	38%	84	135	51	61%
Auto Theft	0	0	0	0%	2	2	0	0%
Arson	0	0	0	0%	0	0	0	0%
Property Total:	8	12	4	50%	86	144	58	67%
Part I Total:	9	12	3	33%	91	152	61	67%

Part II Offenses	December 2016	December 2017	+/-	Percent Changed	Year-To-Date 2016	Year-To-Date 2017	+/-	Percent Changed
Drug	13	25	12	92%	173	280	107	62%
Assault Simple	7	5	-2	-29%	17	16	-1	-6%
Forgery/Counterfeit	3	0	-3	-100%	7	4	-3	-43%
Fraud	3	3	0	0%	27	32	5	19%
Embezzlement	1	0	-1	-100%	2	2	0	0%
Stolen Property	0	0	0	0%	6	9	3	50%
Vandalism	4	2	-2	-50%	36	18	-18	-50%
Weapons	2	0	-2	-100%	5	18	13	260%
Prostitution	0	0	0	0%	0	0	0	0%
All Other Sex Offenses	0	0	0	0%	2	2	0	0%
Gambling	0	0	0	0%	0	0	0	0%
Offenses Against Family/Children	0	1	1	-	2	3	1	50%
D.W.I.	0	8	8	-	5	26	21	420%
Liquor Law Violation	0	0	0	0%	4	14	10	250%
Disorderly Conduct	0	0	0	0%	4	4	0	0%
Obscenity	0	0	0	0%	0	0	0	0%
Kidnap	0	0	0	0%	0	0	0	0%
All Other Offenses	15	23	8	53%	177	285	108	61%
Part II Total:	48	67	19	40%	467	713	246	53%
Incident Total:	57	79	22	39%	558	865	307	55%

Arrest IBR Reported Offenses Month To Month Comparison

Pinehurst Police Department

December 2017 - December 2016

Part I Offenses	December 2016	December 2017	+/-	Percent Changed	Year-To-Date 2016	Year-To-Date 2017	+/-	Percent Changed
Murder	0	0	0	0%	0	0	0	0%
Rape	0	0	0	0%	0	0	0	0%
Robbery	0	0	0	0%	0	1	1	-
Commercial	0	0	0	0%	0	0	0	0%
Individual	0	0	0	0%	0	0	0	0%
Assault	1	0	-1	-100%	1	2	1	100%
Violent Total:	1	0	-1	-100%	1	3	2	200%
Burglary	0	0	0	0%	0	3	3	-
Residential	0	0	0	0%	0	0	0	0%
Non-Residential	0	0	0	0%	0	0	0	0%
Commercial	0	0	0	0%	0	0	0	0%
Other	0	0	0	0%	0	0	0	0%
Larceny	5	3	-2	-40%	22	30	8	36%
Auto Theft	0	0	0	0%	0	1	1	-
Arson	0	0	0	0%	0	0	0	0%
Property Total:	5	3	-2	-40%	22	34	12	55%
Part I Total:	6	3	-3	-50%	23	37	14	61%

Part II Offenses	December 2016	December 2017	+/-	Percent Changed	Year-To-Date 2016	Year-To-Date 2017	+/-	Percent Changed
Drug	10	31	21	210%	196	280	84	43%
Assault Simple	6	2	-4	-67%	23	17	-6	-26%
Forgery/Counterfeit	0	0	0	0%	2	1	-1	-50%
Fraud	1	2	1	100%	10	7	-3	-30%
Embezzlement	0	0	0	0%	0	2	2	-
Stolen Property	0	5	5	-	9	13	4	44%
Vandalism	1	2	1	100%	5	6	1	20%
Weapons	1	0	-1	-100%	10	21	11	110%
Prostitution	0	0	0	0%	0	0	0	0%
All Other Sex Offenses	0	1	1	-	2	1	-1	-50%
Gambling	0	0	0	0%	0	0	0	0%
Offenses Against Family/Children	0	0	0	0%	3	6	3	100%
D.W.I.	6	8	2	33%	84	69	-15	-18%
Liquor Law Violation	0	0	0	0%	11	12	1	9%
Disorderly Conduct	0	0	0	0%	3	6	3	100%
Obscenity	0	0	0	0%	0	0	0	0%
Kidnap	0	0	0	0%	1	0	-1	-100%
All Other Offenses	19	27	8	42%	290	322	32	11%
Part II Total:	44	78	34	77%	649	763	114	18%
Arrest Total:	50	81	31	62%	672	800	128	19%



HISTORY, CHARM, AND SOUTHERN HOSPITALITY

SUMMARY FOR THE MONTH OF DECEMBER 2017

SUMMARY OF INCIDENT CALLS

TYPE OF INCIDENT	NUMBER THIS MONTH	NUMBER YTD	NUMBER THIS MONTH LAST YEAR	NUMBER YTD LAST YEAR	PERCENTAGE YTD
Fire	4	80	6	55	45%
Overpressure Rupture, Explosion, Overheat - no fire	0	4	0	7	-43%
Rescue & EMS Incidents	41	477	44	413	15%
Hazardous Conditions - no fire	17	157	14	205	-23%
Service Call	30	285	19	226	26%
Good Intent Call	31	338	22	279	21%
False Alarm & False Call	16	295	23	327	-10%
Severe Weather & Natural Disaster	1	12	0	81	-85%
Special Incident Type	0	0	0	1	-100%
TOTAL INCIDENTS	140	1648	128	1594	3%

SUMMARY OF INSPECTION

TYPE OF INSPECTIONS	NUMBER THIS MONTH	NUMBER YTD	NUMBER THIS MONTH LAST YEAR	NUMBER YTD LAST YEAR	PERCENTAGE YTD
Residential	10	110	23	175	-37%
Residential New Systems	0	0	0	0	0%
Residential Fire Sprinkler	0	0	0	0	0%
Commercial	10	271	30	79	243%
Plan Review/Site Inspections	2	24	1	21	14%
Reinspection	21	154	8	48	221%
Occupancy Certificates	0	0	0	0	0%
TOTAL INSPECTIONS	43	559	62	323	73%
Violations Found:	18	433	36	208	108%
YTD Violations to be Corrected:		411		172	
YTD Violations Corrected:		313		132	
Correction Percentage:		76%		77%	

January 8, 2017

J. Carlton Cole, Fire Chief

FIRE DEPARTMENT

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



APPROVAL OF DRAFT VILLAGE COUNCIL MEETING MINUTES.

ADDITIONAL AGENDA DETAILS:

01-09 Strategic Planning Retreat Follow Up
01-09 Regular Meeting
01-09 Work Session

FROM:

Lauren Craig

CC:

Jeff Sanborn

DATE OF MEMO:

12/6/2017

MEMO DETAILS:

See attachments for draft minutes.

ATTACHMENTS:

Description

- ☐ 01-09 Strategic Planning Retreat Follow Up
- ☐ 01-09 Regular Meeting
- ☐ 01-09 Work Session



**VILLAGE COUNCIL
AGENDA FOR SPECIAL MEETING OF JANUARY 9, 2018
FY 2019 STRATEGIC PLANNING RETREAT FOLLOW UP MEETING
COUNCIL CONFERENCE ROOM
PINEHURST, NORTH CAROLINA
9:00 AM**

The Pinehurst Village Council held the FY 2019 Strategic Planning Retreat Follow Up Meeting on Tuesday, January 9 in the Council Conference Room of the Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John Bouldry, Treasurer
Mr. John R. Cashion, Mayor Pro Tem
Ms. Judy Davis, Councilmember
Mr. Kevin Drum, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Lauren M. Craig, Village Clerk
Mr. Jeffrey Batton, Assistant Village Manager
Ms. Natalie Hawkins, Assistant Village Manager
Ms. Angela Kantor, Director of Human Resources
Mr. John Frye, Director of Financial Services

And approximately 7 attendees, including 5 staff and 1 press.

1. Call to Order.

Assistant Village Manager, Natalie Hawkins called the Strategic Planning Retreat Follow Up Meeting to order and welcomed everyone. She thanked all the staff for their hard work during the winter weather over the last week.

2. Strategic Planning Retreat Follow Up

Welcome/Introduction

Ms. Hawkins gave an overview of the meeting agenda and the meeting objectives and decisions to be made by the Council during the December 14th Strategic Planning Retreat. Ms. Hawkins reviewed Council's roles and Senior Leaders' roles. Ms. Hawkins reviewed the timeline for developing the FY 2019 Strategic Operating Plan. Councilmember Davis suggested ways to educate the public about opportunities to give input to the Strategic Operating Plan.

Review December Retreat Outcomes

Ms. Hawkins noted that at the retreat in December, Council affirmed the current Mission, Vision, and Values and affirmed 3 of the 4 identified core competencies. She also explained at the December retreat, the group completed the FY 2019 SOAR analysis (strengths, opportunities, aspirations, results). The group formed a consensus to make small changes to the list of results in the SOAR analysis. Ms. Hawkins shared the list of positive and negative changes occurring that may affect our competitive situation. Council discussed real estate trends and the need to collect more data for this. Council reviewed the list of FY 2019 key opportunities. Council reviewed the list of FY 2018 opportunities to address in the current fiscal year. Council held a discussion about the Given Memorial Library and decided to terminate the current agreement with the library, negotiate a new agreement, and evaluate other opportunities for long-term library support. Council held a discussion about what to do with budgeted sidewalk project funds and determined to put them into fund balance until a future date when we have a plan after the Comprehensive Long Range Plan process. Council also discussed having the boards and committees meet on a schedule to discuss what everyone is working on.

Review and Affirm Strategic Advantages and Challenges

Ms. Hawkins explained that Senior Leaders identified proposed strategic advantages and challenges at Day 2 of the December Strategic Planning Retreat. Upon reviewing this proposed list of FY 2019 key strategic advantages, Council determined to change the wording change of several. Upon reviewing the proposed list of FY 2019 key strategic challenges, Council determined to change the wording to a few of the challenges on the list.

Identify Strategic Opportunities

Ms. Hawkins explained the definition of strategic opportunities and shared the proposed list of opportunities for improvement and innovation drafted by Senior Staff. Council reviewed this list of opportunities. The group discussed economic development services for the Village of Pinehurst. The group reviewed each of the opportunities for improvement/innovation by BSC Goal and if identified as an IAP, reviewed what strategic opportunity it would be.

Council held a discussion about road resurfacing, which was a major capital improvement need according to the Community Survey, and determined to increase the budget. They also held a discussion about stormwater in the Village and determined to continue pursuing small and medium stormwater projects to continue making improvements in this area.

Prioritize Strategic Opportunities and Identify Areas of Focus on Balanced Scorecard

Council ranked each of the strategic opportunities to create a priority list to identify the most urgent and most important. Ms. Hawkins documented each of the rankings by Council and calculated the average ranking. The Council reviewed the outcome and determined their consensus ranking of priorities and the areas of focus for the FY 2019 BSC. These Strategic Objective focus areas include ensure quality residential development, ensure quality business development, maintain high quality streets, and provide recreation programs and events for all ages. Council reviewed the draft FY 2019 Balanced Scorecard and the proposed updates to the BSC. Ms. Hawkins explained three KPIs that are being recommended to remove from the VOP BSC, two of which would be moved to a department scorecard. Council determined to make a few changes to the BSC to better reflect their direction for the Village.

Wrap Up

Ms. Hawkins thanked everyone for their participation and completed a plus/delta evaluation on the meeting. The Council also discussed the partners and collaborators list. Council discussed the opportunity to add another ad hoc board member or observer on the Library board to get another Councilmember involved.

Adjournment.

The meeting adjourned at 3:10 PM.

Respectfully Submitted,

Lauren M. Craig
Village Clerk

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**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF JANUARY 9, 2018
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 9, 2018 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John Bouldry, Treasurer
Mr. John R. Cashion, Mayor Pro Tem
Ms. Judy Davis, Councilmember
Mr. Kevin Drum, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Lauren M. Craig, Village Clerk

And approximately 36 attendees, including 8 staff and 1 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo called the meeting to order.

2. Reports:

Manager

- Jeff Sanborn said the snow event was a challenge last week and the forecast did not anticipate that sort of snow accumulation. He explained the process the staff went through to prepare with brine, salt, and sand spreading. He explained the winter weather situation and the Village's response. He noted we will do a formal after action review on this response but he said we were limited on equipment that could make the turns at the end of the cul-de-sacs.
- Jeff Sanborn also said the Village put out the RFP for the Comp Plan contract. He noted the Village received 11 responses and staff has narrowed this to 4 to have Council interview.

Council

- Mayor Fiorillo added her thanks to the staff for their response to the weather. Mayor Fiorillo said our IT Department was honored by the Center for Digital Governments for receiving the Digital Cities award and came in 2nd place for cities of 75,000 or less.
- Councilmember Bouldry thanked the Fire Department for their participation in the Toys for Tots program at Christmas.
- Mayor Fiorillo also explained the Council held a Strategic Planning Retreat follow up meeting today to work on the Strategic Operating Plan.

3. Presentation of resolution honoring Claire Berggren for her service as Councilmember to the Village of Pinehurst.

Councilmember John Bouldry presented Claire Berggren a resolution on behalf of the Village Council honoring her for her service on the Village Council for the Village of Pinehurst.

4. Presentation of proclamation for National Mentoring Month with Moore Buddies Mentoring.

Mayor Nancy Fiorillo presented the National Mentoring Month proclamation to representatives from Moore Buddies Mentoring.

5. Motion to Approve Consent Agenda.

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

- A. Consider a resolution honoring a member of the Risk Management Committee (Hillier).
- B. Approval of Draft Village Council Meeting Minutes.
December 12
December 14

End of Consent Agenda.

Upon a motion by Councilmember Cashion, seconded by Councilmember Bouldry, Council unanimously approved the Consent Agenda by a vote of 5-0.

6. Presentation of Distinguished Budget Presentation Award.

Manager Jeff Sanborn explained last month, the Village of Pinehurst was once again recognized by the Government Finance Officers Association with the Distinguished Budget Presentation Award for its FY 2017 Strategic Operating Plan. He noted this is the 11th consecutive year the Village has received this award, which is the highest level of recognition in government budgeting. Mr. Sanborn explained this year, the Village received "Special Performance Measurement Recognition" when all three reviewers indicated an "outstanding" rating, or the highest rating possible, for performance measures presented in the 2017 Strategic Operating Plan. Council congratulated the Financial Services Department and the Village of Pinehurst staff for this award recognition.

7. Discuss a Partnership with the Convention & Visitors Bureau on Welcome Center Services.

Assistant Village Manager Natalie Hawkins and Caleb Miles, CEO of the Convention and Visitors Bureau explained this agenda item is to discuss a potential partnership with the Moore County Convention and Visitors Bureau (CVB) on Welcome Center services. Ms. Hawkins explained in general, the proposal is for the Village to operate the Welcome Center as it is currently being operated with the CVB providing additional resources to support our operations. She explained staff is recommending that a partnership be established for a defined 4 month trial period of February 1, 2018 – May 31, 2018. After the trial period, the CVB and the Village could enter into a contractual agreement on July 1, 2018 that contains some financial contribution from the CVB for the Village providing visitor services at the Welcome Center. Mr. Miles thanked the Village Council for this invitation and explained how Visitors Centers have evolved recently and how this opportunity would provide our visitors a good place to get information. Council held a discussion about this opportunity and determined to proceed with this partnership. Mr. Miles noted this would go before the CVB board next for consideration.

8. Other Business.

Manager Jeff Sanborn said when he reported about the reaction to the storm, he wanted to clarify that the Village had the Streets and Grounds crew, Solid Waste crew, Buildings and Grounds, and Harness Track here to help and he wanted to make sure they were publically thanked for their hard work.

9. Comments from Attendees.

- John Spangler noted he sent a letter to the Village Council and he gave kudos to the Village and the school district with the reaction to the storm. He asked to reaffirm the need to be innovative with the Community Center and he shared a quote from Samuel Johnson.
- Deb Wimberly said she went to volunteer and there was nothing to do so she would like to encourage the Village to give the volunteers more to do.

10. Motion to Adjourn.

Upon a motion by Councilmember Bouldry, seconded by Councilmember Cashion, Council approved to adjourn the Regular Meeting by a vote of 5-0 at 5:33pm.

Respectfully Submitted,

Lauren M. Craig
Village Clerk

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**VILLAGE COUNCIL
AGENDA FOR WORK SESSION OF JANUARY 9, 2018
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

IMMEDIATELY FOLLOWING REGULAR MEETING

The Pinehurst Village Council held a Work Session at 5:45 p.m., Tuesday, January 9, 2018 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John Bouldry, Treasurer
Mr. John R. Cashion, Mayor Pro Tem
Ms. Judy Davis, Councilmember
Mr. Kevin Drum, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Lauren M. Craig, Village Clerk

And approximately 4 attendees, including 4 staff and 0 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo called the meeting to order.

2. Review, update, and affirm the Partners and Collaborators List for the Village of Pinehurst.

This item was covered at the Strategic Planning Retreat follow up meeting held earlier today.

3. Other Work Session Business.

- Manager Jeff Sanborn explained staff has worked on a draft incentive reward/bonus program. He explained staff's work on this program and its purpose to reward employees for extraordinary performance on corporate Village initiatives each fiscal year. Mr. Sanborn explained staff is seeking additional funding for this incentive program. He noted the level of these awards that the entire Village staff could receive if we achieve the high level of performance that we set using the overall score of the corporate scorecard. Council held a discussion about this proposed program and determined to continue this discussion at the January 23 meeting.
- Manager Jeff Sanborn also explained the 5 year plan includes adding an additional staff member, the Performance Management Director, to Administration in FY 2020. Mr. Sanborn explained the need to consider moving this earlier one year to seek to hire for that new position in FY 2019. He explained staff would bring a formal action to approve the change and add it to the pay and classification plan to proceed with advertising for the position.
- Manager Jeff Sanborn explained we have four firms to line up interviews with Council for the Comprehensive Plan and between January 16 and February 2. He said staff will be in touch soon to determine everyone's availability.

4. Motion to Adjourn.

Upon a motion by Councilmember Bouldry, seconded by Councilmember Davis Council approved to adjourn the Work Session by a vote of 5-0 at 6:10pm.

Respectfully Submitted,

Lauren M. Craig

Village Clerk

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**DISCUSS AND CONSIDER APPOINTING JOHN TAYLOR AND MARK PARSONS TO THE HISTORIC PRESERVATION COMMISSION AND APPOINTING BOB FARREN AS THE CHAIRMAN.
ADDITIONAL AGENDA DETAILS:**

FROM:

Lauren Craig

CC:

Jeff Sanborn

DATE OF MEMO:

1/18/2018

MEMO DETAILS:

The Historic Preservation Commission has the need to fill two vacancies and a newly appointed Chairman. John Taylor and Mark Parsons are being proposed to fill the two vacancies and Bob Farren is being proposed as the Chairman. All three are planning to be in attendance to meet with the Village Council for these opportunities.

ATTACHMENTS:

Description

- ▣ Resol 18-04 Appoint HPC members and Chairman (Taylor, Parsons, Farren)

RESOLUTION #18-04:

A RESOLUTION REGARDING APPOINTMENTS TO THE PINEHURST HISTORIC PRESERVATION COMMISSION.

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

WHEREAS, there are two vacancies on the Historic Preservation Commission to be filled and the Village Council of Pinehurst is desirous of filling these vacancies along with the need to appoint a new Chairman for the Commission.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 23rd day of January, 2018 as follows:

SECTION 1. That the following appointments are hereby made to the Historic Preservation Commission for the terms indicated:

Mr. John Taylor is appointed as a member of the Historic Preservation Commission, effective January 31, 2018, said term to expire January 31, 2020.

Mr. Mark Parsons is appointed as a member of the Historic Preservation Commission, effective January 31, 2018, said term to expire January 31, 2020.

Mr. Bob Farren is appointed as the Chairman of the Historic Preservation Commission, effective January 31, 2018, said term to expire January 31, 2020.

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

THIS RESOLUTION passed and adopted this the 23rd day of January, 2018.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER APPOINTING JOEL SHRIBERG TO THE
PLANNING AND ZONING BOARD AND BOARD OF ADJUSTMENT.
ADDITIONAL AGENDA DETAILS:**

FROM:

Lauren Craig

CC:

Jeff Sanborn

DATE OF MEMO:

1/18/2018

MEMO DETAILS:

Council will discuss and consider appointing Joel Shriberg to the Planning and Zoning Board and the Board of Adjustment for the Village of Pinehurst. Mr. Shriberg served on these boards previously and has been off both boards since January 30, 2017. His appointment being considered would be effective February 1, 2018.

ATTACHMENTS:

Description

- Resol 18-03 Appointment to P&Z and BOA (Shriberg)

RESOLUTION #18-03:

A RESOLUTION REGARDING AN APPOINTMENT TO THE PINEHURST PLANNING AND ZONING BOARD AND BOARD OF ADJUSTMENT.

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

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

WHEREAS, there is a need to fill a vacancy on the boards; and

WHEREAS, Mr. Joel Shriberg and the Village Council of Pinehurst are desirous of Mr. Shriberg serving as a member of the Board of Adjustment and the Planning and Zoning Board.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 23rd day of January, 2018, as follows:

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

Mr. Joel Shriberg is appointed as a member of the Board of Adjustment and the Planning and Zoning Board, effective February 1, 2018, said term expiring on February 1, 2021.

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

THIS RESOLUTION passed and adopted this 23rd day of January, 2018.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney



CONSIDER RECOMMENDED CHANGES TO FEES AND CHARGES SCHEDULE.

ADDITIONAL AGENDA DETAILS:

FROM:

John Frye

CC:

Jeff Sanborn, Natalie Hawkins, & Mark Wagner

DATE OF MEMO:

1/17/2018

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 have recommended a few changes based on that review. The items proposed for your consideration are in the areas of Planning, Public Services, and Parks & Recreation.

In Planning, the unit basis for Major Site Plan review has been corrected from "per lot" to "per acre". This is the actual basis used by the Planning Department at this time. For Public Services, we are establishing a maximum quantity of refuse carts that may be purchased and serviced. Previously, there was a fee for additional carts, but no limit on the number that could be purchased and serviced.

For the Harness Track, we are updating the list of locations on site with separate lease agreements. Two facilities, that are no longer rented, are removed and Barn 19 is added to the list. This barn is rented out year-round and is not subject to the seasonal stall rental rates.

For Parks & Recreation, staff recommends adding two new fee categories for food and alcohol vendors at special events. The new fees are higher than the \$25 standard vendor fee previously charged. In addition, the deposit for the use of Arboretum venues, and other parks, is being simplified and returned to the previous flat rate of \$200. The deposit forfeiture rules that were previously in place for park rentals are also being reinstated for 2018. Both of these changes are being made to simplify the deposit process for customers and staff. Finally, a discounted rate for Timmel Pavilion rentals, booked within 72 hours of the event, is added. This is intended to facilitate a more affordable option for use of the pavilion when it is not booked for weddings or other special events.

Finally, a clarification was added indicating that the new fees established, upon the approval of the fee schedule, will be effective for all activities and events scheduled to occur after the effective date of July 1.

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, 2018. The affected Department Heads and I plan to attend the meeting to address any questions you may have.

ATTACHMENTS:

Description

- 📎 Fee Schedule Changes
- 📎 Fee Schedule 07-01-2018 (Redlined)
- 📎 Resol 18-02 Amending Fee Schedule
- 📎 Fee Schedule 07-01-2018 (Exhibit A)

**Village of Pinehurst
Changes to Fees & Charges
Effective July 1, 2018**

Planning Fees

Planning (page 10)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Major Site Plan	\$600 + \$100	-	\$600 + \$100	-	Corrected the unit from "per lot" to "per acre".

Public Services Fees

Public Services - Solid Waste (page 13)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Miscellaneous Fees	-	-	-	-	Established maximum quantity of carts and service levels for single-family refuse collection.

Parks & Recreation Fees

Recreation - Harness Track (page 19)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Harness Track Fees and Charges Definitions: Other	-	-	-	-	Updated list of locations with separate lease agreements by removing Blacksmith Shop and Trailer Space and adding Barn 19.

Recreation - Parks and Recreation (pages 21, 23 & 24)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
General Fees: Food Vendors	-	\$75.00	\$75.00	-	Added fee for Food Vendors at special events, with higher rate than the standard Vendor fee of \$25.
General Fees: Alcohol Vendors	-	\$400.00	\$400.00	-	Added fee for Alcohol Vendors at special events, with higher rate than the standard Vendor fee of \$25.
Deposit: Multiple Amenities/Venues Deposit	\$200.00 + 50% of applicable base fee	(50% of applicable base fee)	\$200.00	-	Removed "50% of applicable base fee" component from the deposit for simplification purposes and reverted to the previous deposit policy.
Rental Fees for Use of Village Parks	-	-	-	-	Returned to previous deposit forfeiture rules for park rental cancellations due to change in deposit structure above.
Timmel Pavilion Only: Pavilion Rental (5 hour maximum) Discounted rate if booked within 72 hours of use	-	-	Resident: \$60.00 first three hours Non-Resident: \$120.00 first three hours Resident/Non-Resident: \$30.00 each additional hour	-	Added discounted rates for Timmel Pavilion rentals booked within 72 hours of the requested date of use. Renters are responsible for set up and break down of all tables and chairs.

Village-Wide

Village-Wide (page 28)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Village-Wide	-	-	-	-	Added clarification that upon approval of this schedule, fees and charges will be applied to all activities and events scheduled to occur after the effective date of the schedule.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

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, 201~~8~~7**

ADMINISTRATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
	Rental Fee – Assembly Hall & Station 91 Conference Room:		
12/2007	Up to 3 hours:		
	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 www.fema.gov/rrr/pa/fin_eq_rates.shtm .			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

ENGINEERING:

Council Adopted Date	Description	Fee/Charge	Unit
Inspection Fees			
03/2004	New Roadway (Public and Private)	\$0.75	per lane, per lf
03/2004	Widening of Existing Roadway	\$0.75	per lane, per lf
03/2004	Fire Lanes on Private Property	\$0.40	per lane, per lf
12/2004	Sidewalk and Pathways	\$0.50	per lf
03/2004	Curb Cuts for Driveways	\$50.00	per drive
03/2004	Stormwater Fees	\$0.45 + \$40.00	per lf of pipe plus per structure
03/2004	Lift STOP WORK ORDER and Reinitiate Infrastructure Inspections	\$100.00	per violation
03/2004	Re-Inspection Fees	\$70.00	per hour
Plan Review The base fee for plan review includes 2 draft reviews and 1 mylar signoff. Third and subsequent review fees are for plans that require additional review due to failure to correct deficiencies and incorporate review comments. These fees must be paid in advance of the subsequent reviews being performed.			
03/2004	Single Family Subdivision	\$300.00 + \$100.00	per plan plus per lot
03/2004	Commercial/Multi-Family	\$300.00 + \$100.00	per plan plus per acre
03/2004	Third and Subsequent Review	\$300.00	per review
03/2004	Revision Review after Mylar Signoff	\$100.00	per review
Other Reviews			
12/2004	Flood Study	\$1,000.00	per study
12/2004	Traffic Impact Review	Cost plus 10%	per review

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
01/2013	1 st Re-Inspection	No Charge	
01/2013	2 nd Re-Inspection - Corrections Made	No Charge	
01/2013	2 nd Re-Inspection - No Corrections Made	\$100.00	per inspection
01/2013	3 rd and Subsequent Inspections With No Corrections Made	\$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, 201~~8~~7**

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, 201~~8~~7**

INSPECTIONS:

Council Adopted Date	Description	Fee/Charge	Unit
New Construction and Additions			
03/2004	Residential:		
03/2004	Building	\$0.18	per square foot (sf)
03/2004	Electrical	\$0.06	per sf
03/2004	Mechanical	\$0.05	per sf
03/2004	Plumbing	\$0.05	per sf
03/2004	Insulation	\$0.03	per sf
03/2004	Non-Residential:		
03/2004	Building	\$0.40	per sf
03/2004	Electrical	\$0.07	per sf
03/2004	Mechanical	\$0.07	per sf
03/2004	Plumbing	\$0.07	per sf
03/2004	Insulation	\$0.04	per sf
12/2006	Minimum Fee	\$100.00	per inspection, per trade
03/2004	Compliance Inspection	\$100.00	per inspection, per trade
Change-Outs and Upgrades			
01/2011	Electrical (Residential and Non-Residential):		
03/2004	Change Out and Upgrade	\$50.00	per unit
	Electrical Service Upgrade	\$100.00	per 200 amperage
01/2011	Mechanical (Residential):		
01/2011	Change Out and Upgrade	\$50.00	per unit
	Gas Piping	\$50.00	per unit
03/2004	Mechanical (Non-Residential):		
03/2004	Change Out and Upgrade	\$100.00	per 10 ton
	Gas Piping	\$100.00	per unit
01/2011	Plumbing:		
	Change Out and Upgrade	50.00	per unit
06/2013	Framing:		
06/2013	Residential	\$50.00	per unit
	Non-Residential	\$100.00	per unit
06/2013	Insulation:		
06/2013	Residential	\$50.00	per unit
	Non-Residential	\$100.00	per unit
06/2013	Irrigation:		
06/2013	Residential	\$50.00	per unit
	Non-Residential	\$100.00	per unit

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

INSPECTIONS (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Demolition			
12/2009	Application for Exterior & Interior Demolition	\$100.00	per 1,000 sf
03/2004	Application for Structure Relocation	\$50.00	per application
Other Fees			
03/2004	Application to Lift a STOP WORK ORDER	\$200.00	per application
03/2004	Work Performed Without a Permit	Double permit fee	per violation
03/2004	Siding Installation	\$50.00	per application
01/2011	Temporary Power for HVAC	\$100.00	per unit
01/2011	Misc. Additional Wiring	\$50.00	per unit
01/2011	Home Day Care and Foster Home Inspection	\$100.00	per unit
01/2011	ABC Permit Inspection	\$100.00	per unit
01/2011	Home Health and Day Care	\$100.00	per unit
01/2011	Temporary Pole	\$60.00	per unit
	Application for Mobile Home Permit (includes tie down, electrical, plumbing and HVAC):		
01/2011	Single Wide	\$150.00	per unit
01/2011	Double Wide	\$200.00	per unit
Re-Inspection Fees			
01/2011	First Offense	\$50.00	per unit
03/2004	Second Offense	\$100.00	per inspection
03/2004	Each Time After Second Offense	Double previous fee	per inspection

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~⁷**

INSPECTIONS (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Special Extra Inspection Fees			
12/2006	Residential	\$50.00	per inspection, per trade
12/2006	Non-Residential	\$100.00	per inspection, per trade
Tents			
01/2011	Residential	\$50.00	per unit
01/2011	Non-Residential	\$100.00	per unit
The Non-Residential tent inspection fee will be waived if the tent is being used for a horse show.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~⁷**

PLANNING:

Council Adopted Date	Description	Fee/Charge	Unit
Amendment Petition			
03/2004	Comprehensive Land Use	\$300.00	per application
03/2004	Pinehurst Development Ordinance	\$400.00	per application
Amendment to the Zoning Map (Rezoning or Conditional Use) – General Use District			
01/2013	Residential – Less than 5 acres	\$250.00 + \$100.00	per application plus per acre
01/2013	Residential – More than 5 acres	\$300.00 + \$100.00	per application plus per acre
01/2013	Non-Residential	\$350.00 + \$100.00	per application plus per acre
01/2013	Overlay	\$300.00 + \$100.00	per application plus per acre
Board of Adjustment			
03/2004	Request for a Variance	\$400.00	per application
01/2013	Appeal of an Administrative Decision	\$400.00	per application
01/2013	Appeal of the Historic Preservation Commission	\$400.00	per application
12/2006	Failure to Appear for Hearing Without Notice	Actual cost	per Court Recorder invoice

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

PLANNING (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Documents and Maps			
03/2004	Comprehensive Long Range Plan (paper copy)	\$35.00	per document
03/2004	PDO (paper copy)	\$30.00	per document
12/2007	Zoning Map	\$20.00	per map
Site Plan Approval			
Site plan approval may require engineering review. When engineering review is needed, the Village will advise the applicant and the applicant will be responsible for paying the engineer's fees and charges. See the Engineering section of the Fees and Charges Schedule for the applicable fees.			
03/2004	Minor Site Plan:		
03/2004	Single Family Home	\$225.00	per application
	Commercial/Multi-Family	\$400.00 + \$100.00	per application plus per acre
03/2004	Major Site Plan	\$600.00 + \$100.00	per application plus per lot acre
03/2004	Re-review Fee (after second review)	Previous fee	per review
03/2004	Accessory Structure - Residential - All Sides Less Than 12'	\$50.00	per application
01/2011	12' x 12' or greater	\$225.00	per application
01/2013	Small additions 10'X5' or smaller	\$50.00	per application
Special Use Permit			
03/2004	Major Special Use	\$600.00	per application

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

PLANNING (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Subdivision of Land			
03/2004	Preliminary Plat – Major Subdivision:		
03/2004	Less than 5 acres	\$300.00 + \$100.00	per application plus per lot
	More than 5 acres	\$600.00 + \$100.00	
03/2004	Final Plat:		
03/2004	Exempt Subdivision	\$25.00	per application
03/2004	Minor Subdivision	\$150.00	per application
03/2004	Major Subdivision	\$150.00 + \$10.00	per application plus per lot
Other Fees			
03/2004	Bulk Heads, Docks on Lakes	\$50.00	per application
03/2004	Change an Address	\$35.00	per application
1/2015	Change a Road Name	\$100.00	per application plus cost of signs
01/2015	Clearing	\$35.00	per permit
03/2004	Decks, Pools, Spas, and Gazebos	\$100.00	per application
03/2004	Driveway	\$50.00	per permit
01/2011	Fences, Walls, Arbors and Patios (using 5' encroachment)	\$50.00	per application
01/2015	Fence Exception	\$400.00	per application
03/2004	Home Occupation	\$50.00	per permit
03/2004	Homeowner's Recovery Fee	\$10.00	per application
07/2017	Mobile Food Vendors	\$50.00	per mobile unit
01/2015	Permanent Sign	\$100.00	per application
12/2005	Propane Tank	\$25.00	per application
01/2015	Return of Sign Removed from Right-of-Way (signs will be stored for a minimum of 5 business days before disposal)	\$25.00	per sign
01/2015	Well	\$50.00	per permit
03/2004	Zoning Certification Letter	\$35.00	per application
03/2004	Zoning Compliance Letter	\$35.00	per application
12/2005	Zoning Compliance Re-Inspection	\$50.00	per application
12/2005	Zoning Use	No Charge	per permit
In addition to the fees and charges for each application or permit, Applicants must comply with all bonding requirements established by the Village of Pinehurst. Bonding requirements can be found in the applicable application packets.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

POLICE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
12/2004	Parking Ticket:		
	Overtime Violation	\$5.00	per ticket
12/2004	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

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

PUBLIC SERVICES – SOLID WASTE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees <u>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.</u>			
01/2014	Refuse: 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: 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: 48 Gallon Cart	\$48.00	per additional cart
01/2016	95 Gallon Cart	\$55.00	per additional cart

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

RECREATION – FAIR BARN:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
02/2016	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit** Commercial	\$1,375.00 \$1,750.00 \$1,000.00 \$2,000.00	per day
07/2017	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit** Commercial (14 hours or less) *: Commercial	\$785.00 \$1,000.00 \$500.00 \$1,150.00 \$1,725.00	per day
09/2013	Corporate Meeting	\$785.00 \$485.00	greater than 4 hours less than 4 hours
Other Facility Rental Fees			
01/2013	Additional Hours	\$150.00	per hour
*Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. Additional hours will be billed at \$150/hour. **See Non-Profit definition on Page 16.			
Special Use			
12/2003	Base Fee	Determined with the approval of the Parks & Recreation Director	
Other Fees			
12/2003	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
07/2017	Cancellation (90 days or less)	\$500 + 50% of applicable base fee retained	per deposit
07/2017	Cancellation (91 days or more)	\$500 + 25% of applicable base fee retained	per deposit
02/2009 01/2015 01/2015	Chairs (includes set-up) Resident Non-Resident Commercial	\$1.50 \$3.00 \$3.00	per chair

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
01/2015	Kitchen Cleaning/Trash Removal (including co- sponsored and gratuitous events)	\$150.00	per event
12/2003 02/2009	Dance Floor (21'x24' maximum available): Whole Section	\$300.00 \$5.00	per day per section per day
12/2009	Easels	\$5.00	per easel per day
12/2007	Event Parking	Determined by Event Coordinator	
07/2017	Deposit (Security/Damage)	\$500.00 + 50% of applicable base fee	per event
09/2013	Corporate Meeting Deposit	\$250.00	per event
01/2015	Holiday Premium **	\$375.00	per day
06/2013	Picnic Tables	\$20.00	per table
12/2009	Pipe & Drape	\$10.00	per section per day
01/2015	Prohibited Items (deducted from deposit)	\$100.00	per event
01/2011	Setup/Breakdown Fee for items used off site	\$200.00	per use
01/2015	Sound System	\$100.00	per event
12/2009	Stage (4'x8' Section)	\$15.00	per section per event
12/2009	Stage (24' x 16' Full)	\$180.00	per event
12/2007	Tables (includes set-up)	\$9.00	per table
12/2003	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
01/2012	Video Projector	\$100.00	per day
01/2011	Video Projector Screen (12' x 12')	\$100.00	per day
** 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.		

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Fair Barn Fees and Charges Definition			
12/2003	Categories of Renters (continued): <u>Commercial:</u> Any individual, sole proprietorship, corporation, business or other entity that does not qualify under any other renter category. <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.		
07/2017			
The Village of Pinehurst reserves the right to define the renter category based on the usage.			
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 all 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, 201~~8~~7**

RECREATION – HARNESS TRACK:

Council Adopted Date	Description	Fee/Charge	Unit
Ground Use			
09/2001	One Infield - without Show Rings	\$150.00	per day
01/2012	One Infield – with Show Rings	\$250.00	per day
01/2012	Two Infields – without Show Rings	\$300.00	per day
01/2012	Two Infields – with Show Rings	\$350.00	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)			
07/2015	Full Season	\$927.00	per stall
07/2015	Monthly (No Proration Allowed)	\$412.00	per stall
Standardbred Training (Other Fees)			
07/2015	Grooms Quarters - Improved	\$206.00	per month
01/2013	Grooms Quarters - Unimproved	\$72.00	per month
07/2015	Grooms Quarters - Prorated	\$7.00	per day
01/2013	Grooms Quarters Cleaning Fee	\$50.00	per room
07/2015	Additional Occupant	\$60.00	per month
02/2009	Manure Pile Removal	\$25.00	per pile
Horse Shows			
01/2001	Manure Pile Removal	\$25.00	per pile
12/2009 01/2011	Impact Fee: Temporary Stalls	\$10.00	per stall, per show per day, per horse
	Horse not using a stall	\$10.00	
01/2012	Paddock Fee	\$25.00	per paddock per show

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~⁷**

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Horse Shows (continued)			
01/2015	Stall Clean Out	\$10.00	per stall
01/1997	Vendor/Exhibitor Fee	\$25.00	per vendor/exhibitor
Stall Rental			
Rates are per stall, per weekend, max of 3 nights			
01/2013	Stall Rental (less than 100)	\$40.00	
01/2013	Stall Rental (more than 100)	\$35.00	
01/2013	Tack Stall Rental	\$35.00	
01/2013	Additional Stall Nights over 3 Nights	\$15.00	per stall, per night
Other Fees			
01/1997	Admission/Parking Charge	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, 201~~8~~7**

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 Blacksmith Shop, and Trailer Space 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, 201~~8~~7**

RECREATION – PARKS and RECREATION:

Council Adopted Date	Description	Fee/Charge	Unit
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.			
01/2015	Non-Resident Family Membership	The cost of this membership is \$60 and is good for one year from the date payment and application are received. It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs.	
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.	
Athletic Events			
The athletic events fee may be waived for youth at the discretion of the Director of Parks and Recreation.			
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
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
06/2013	Individual Fee: Resident	\$20.00	per individual
06/2013	Non Resident	\$40.00	per individual

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Classes/Programs			
The registration fee may be prorated by the Director of Parks & Recreation for participants who wish to attend after a class has started.			
01/1997	Resident	\$5.00 plus direct costs	per participant
07/2017	Resident – Classes in Recreation Room	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
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 Director of Parks & Recreation 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	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
<u>07/2018</u>	<u>Food Vendor</u>	<u>\$75.00</u>	<u>per vendor</u>
<u>07/2018</u>	<u>Alcohol Vendor</u>	<u>\$400.00</u>	<u>per vendor</u>
06/2013	Sound System	\$50.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
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 game/hour without lights per game/hour with lights
07/2017	Non-Resident	\$30.00 \$60.00	per game/hour without lights per game/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
Temporary Use 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 Director of Parks & Recreation 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, 2018**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks 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 grounds. Cancellation of an event results in forfeiture of all or a part of the deposit (90 days or less 100% of the deposit base fee paid will be retained, 91 days or more 100% 50% of the deposit will be retained, but the base fee will be refunded to the renter). Deposits are refundable if grounds are properly cleaned by the user following the event and no damage to the grounds has occurred. 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
<u>07/2018</u>	<u>Pavilion rental (5 hour maximum)</u> <u>Discounted rate if booked within 72 hours of use:</u> <u>Resident</u> <u>Non-Resident</u> <u>Resident and Non-Resident</u>	<u>\$60.00</u> <u>\$120.00</u> <u>\$30.00</u>	<u>first three hours</u> <u>first three hours</u> <u>each additional hour</u>
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
07/2017	Magnolia Lawn: Resident Non-Resident	\$500.00 \$650.00	per day

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks (continued)			
Grounds Only (includes tables and chairs) (continued)			
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 e Only Deposit	\$100.00	per event
07/201 8 7	Multiple Amenities/Venues Deposit	\$200.00 + 50% of applicable base fee	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

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 Director of Parks and Recreation, 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
Other Fees			
12/2008	Overnight Parking (Resident and Non-Resident)	\$2.00	per car per night

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

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, 201~~8~~7**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
07/2017	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. The Director of Parks and Recreation will determine refunds in any special circumstance not addressed by this policy.	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 201~~8~~7**

VILLAGE- WIDE:

Council Adopted Date	
07/2013	
<u>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.</u> 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 #18-02:

A RESOLUTION AMENDING THE VILLAGE OF PINEHURST FEES AND CHARGES SCHEDULE FOR THE VILLAGE OF PINEHURST

THAT WHEREAS, the Village Council of the Village of Pinehurst adopted a Pinehurst Fees and Charges Schedule on the 17th day of January, 2017; 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 23rd day of January, 2018, as follows:

SECTION 1. That the attached "Village of Pinehurst Fees and Charges Schedule," is hereby adopted effective July 1, 2018, 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 23rd day of January, 2018.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

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, 2018**

ADMINISTRATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
	Rental Fee – Assembly Hall & Station 91 Conference Room:		
12/2007	Up to 3 hours:		
	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 www.fema.gov/rrr/pa/fin_eq_rates.shtm .			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

ENGINEERING:

Council Adopted Date	Description	Fee/Charge	Unit
Inspection Fees			
03/2004	New Roadway (Public and Private)	\$0.75	per lane, per lf
03/2004	Widening of Existing Roadway	\$0.75	per lane, per lf
03/2004	Fire Lanes on Private Property	\$0.40	per lane, per lf
12/2004	Sidewalk and Pathways	\$0.50	per lf
03/2004	Curb Cuts for Driveways	\$50.00	per drive
03/2004	Stormwater Fees	\$0.45 + \$40.00	per lf of pipe plus per structure
03/2004	Lift STOP WORK ORDER and Reinitiate Infrastructure Inspections	\$100.00	per violation
03/2004	Re-Inspection Fees	\$70.00	per hour
Plan Review The base fee for plan review includes 2 draft reviews and 1 mylar signoff. Third and subsequent review fees are for plans that require additional review due to failure to correct deficiencies and incorporate review comments. These fees must be paid in advance of the subsequent reviews being performed.			
03/2004	Single Family Subdivision	\$300.00 + \$100.00	per plan plus per lot
03/2004	Commercial/Multi-Family	\$300.00 + \$100.00	per plan plus per acre
03/2004	Third and Subsequent Review	\$300.00	per review
03/2004	Revision Review after Mylar Signoff	\$100.00	per review
Other Reviews			
12/2004	Flood Study	\$1,000.00	per study
12/2004	Traffic Impact Review	Cost plus 10%	per review

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
01/2013	1 st Re-Inspection	No Charge	
01/2013	2 nd Re-Inspection - Corrections Made	No Charge	
01/2013	2 nd Re-Inspection - No Corrections Made	\$100.00	per inspection
01/2013	3 rd and Subsequent Inspections With No Corrections Made	\$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, 2018**

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, 2018**

INSPECTIONS:

Council Adopted Date	Description	Fee/Charge	Unit
New Construction and Additions			
03/2004	Residential:		
03/2004	Building	\$0.18	per square foot (sf)
03/2004	Electrical	\$0.06	per sf
03/2004	Mechanical	\$0.05	per sf
03/2004	Plumbing	\$0.05	per sf
03/2004	Insulation	\$0.03	per sf
03/2004	Non-Residential:		
03/2004	Building	\$0.40	per sf
03/2004	Electrical	\$0.07	per sf
03/2004	Mechanical	\$0.07	per sf
03/2004	Plumbing	\$0.07	per sf
03/2004	Insulation	\$0.04	per sf
12/2006	Minimum Fee	\$100.00	per inspection, per trade
03/2004	Compliance Inspection	\$100.00	per inspection, per trade
Change-Outs and Upgrades			
01/2011	Electrical (Residential and Non-Residential):		
03/2004	Change Out and Upgrade	\$50.00	per unit
	Electrical Service Upgrade	\$100.00	per 200 amperage
01/2011	Mechanical (Residential):		
01/2011	Change Out and Upgrade	\$50.00	per unit
	Gas Piping	\$50.00	per unit
03/2004	Mechanical (Non-Residential):		
03/2004	Change Out and Upgrade	\$100.00	per 10 ton
	Gas Piping	\$100.00	per unit
01/2011	Plumbing:		
	Change Out and Upgrade	50.00	per unit
06/2013	Framing:		
06/2013	Residential	\$50.00	per unit
	Non-Residential	\$100.00	per unit
06/2013	Insulation:		
06/2013	Residential	\$50.00	per unit
	Non-Residential	\$100.00	per unit
06/2013	Irrigation:		
06/2013	Residential	\$50.00	per unit
	Non-Residential	\$100.00	per unit

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

INSPECTIONS (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Demolition			
12/2009	Application for Exterior & Interior Demolition	\$100.00	per 1,000 sf
03/2004	Application for Structure Relocation	\$50.00	per application
Other Fees			
03/2004	Application to Lift a STOP WORK ORDER	\$200.00	per application
03/2004	Work Performed Without a Permit	Double permit fee	per violation
03/2004	Siding Installation	\$50.00	per application
01/2011	Temporary Power for HVAC	\$100.00	per unit
01/2011	Misc. Additional Wiring	\$50.00	per unit
01/2011	Home Day Care and Foster Home Inspection	\$100.00	per unit
01/2011	ABC Permit Inspection	\$100.00	per unit
01/2011	Home Health and Day Care	\$100.00	per unit
01/2011	Temporary Pole	\$60.00	per unit
01/2011 01/2011	Application for Mobile Home Permit (includes tie down, electrical, plumbing and HVAC):		
	Single Wide	\$150.00	per unit
	Double Wide	\$200.00	per unit
Re-Inspection Fees			
01/2011	First Offense	\$50.00	per unit
03/2004	Second Offense	\$100.00	per inspection
03/2004	Each Time After Second Offense	Double previous fee	per inspection

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

INSPECTIONS (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Special Extra Inspection Fees			
12/2006	Residential	\$50.00	per inspection, per trade
12/2006	Non-Residential	\$100.00	per inspection, per trade
Tents			
01/2011	Residential	\$50.00	per unit
01/2011	Non-Residential	\$100.00	per unit
The Non-Residential tent inspection fee will be waived if the tent is being used for a horse show.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

PLANNING:

Council Adopted Date	Description	Fee/Charge	Unit
Amendment Petition			
03/2004	Comprehensive Land Use	\$300.00	per application
03/2004	Pinehurst Development Ordinance	\$400.00	per application
Amendment to the Zoning Map (Rezoning or Conditional Use) – General Use District			
01/2013	Residential – Less than 5 acres	\$250.00 + \$100.00	per application plus per acre
01/2013	Residential – More than 5 acres	\$300.00 + \$100.00	per application plus per acre
01/2013	Non-Residential	\$350.00 + \$100.00	per application plus per acre
01/2013	Overlay	\$300.00 + \$100.00	per application plus per acre
Board of Adjustment			
03/2004	Request for a Variance	\$400.00	per application
01/2013	Appeal of an Administrative Decision	\$400.00	per application
01/2013	Appeal of the Historic Preservation Commission	\$400.00	per application
12/2006	Failure to Appear for Hearing Without Notice	Actual cost	per Court Recorder invoice

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

PLANNING (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Documents and Maps			
03/2004	Comprehensive Long Range Plan (paper copy)	\$35.00	per document
03/2004	PDO (paper copy)	\$30.00	per document
12/2007	Zoning Map	\$20.00	per map
Site Plan Approval			
Site plan approval may require engineering review. When engineering review is needed, the Village will advise the applicant and the applicant will be responsible for paying the engineer's fees and charges. See the Engineering section of the Fees and Charges Schedule for the applicable fees.			
03/2004	Minor Site Plan:		
03/2004	Single Family Home	\$225.00	per application
	Commercial/Multi-Family	\$400.00 + \$100.00	per application plus per acre
03/2004	Major Site Plan	\$600.00 + \$100.00	per application plus per acre
03/2004	Re-review Fee (after second review)	Previous fee	per review
03/2004	Accessory Structure - Residential - All Sides Less Than 12'	\$50.00	per application
01/2011	12' x 12' or greater	\$225.00	per application
01/2013	Small additions 10'X5' or smaller	\$50.00	per application
Special Use Permit			
03/2004	Major Special Use	\$600.00	per application

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

PLANNING (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Subdivision of Land			
03/2004	Preliminary Plat – Major Subdivision:		
03/2004	Less than 5 acres	\$300.00 + \$100.00	per application plus per lot
	More than 5 acres	\$600.00 + \$100.00	
03/2004	Final Plat:		
03/2004	Exempt Subdivision	\$25.00	per application
03/2004	Minor Subdivision	\$150.00	per application
03/2004	Major Subdivision	\$150.00 + \$10.00	per application plus per lot
Other Fees			
03/2004	Bulk Heads, Docks on Lakes	\$50.00	per application
03/2004	Change an Address	\$35.00	per application
1/2015	Change a Road Name	\$100.00	per application plus cost of signs
01/2015	Clearing	\$35.00	per permit
03/2004	Decks, Pools, Spas, and Gazebos	\$100.00	per application
03/2004	Driveway	\$50.00	per permit
01/2011	Fences, Walls, Arbors and Patios (using 5' encroachment)	\$50.00	per application
01/2015	Fence Exception	\$400.00	per application
03/2004	Home Occupation	\$50.00	per permit
03/2004	Homeowner's Recovery Fee	\$10.00	per application
07/2017	Mobile Food Vendors	\$50.00	per mobile unit
01/2015	Permanent Sign	\$100.00	per application
12/2005	Propane Tank	\$25.00	per application
01/2015	Return of Sign Removed from Right-of-Way (signs will be stored for a minimum of 5 business days before disposal)	\$25.00	per sign
01/2015	Well	\$50.00	per permit
03/2004	Zoning Certification Letter	\$35.00	per application
03/2004	Zoning Compliance Letter	\$35.00	per application
12/2005	Zoning Compliance Re-Inspection	\$50.00	per application
12/2005	Zoning Use	No Charge	per permit
In addition to the fees and charges for each application or permit, Applicants must comply with all bonding requirements established by the Village of Pinehurst. Bonding requirements can be found in the applicable application packets.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

POLICE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
12/2004	Parking Ticket:		
	Overtime Violation	\$5.00	per ticket
12/2004	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

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

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: 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: 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: 48 Gallon Cart	\$48.00	per additional cart
01/2016	95 Gallon Cart	\$55.00	per additional cart

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

RECREATION – FAIR BARN:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
02/2016	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit** Commercial	\$1,375.00 \$1,750.00 \$1,000.00 \$2,000.00	per day
07/2017	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit** Commercial (14 hours or less) *: Commercial	\$785.00 \$1,000.00 \$500.00 \$1,150.00 \$1,725.00	per day
09/2013	Corporate Meeting	\$785.00 \$485.00	greater than 4 hours less than 4 hours
Other Facility Rental Fees			
01/2013	Additional Hours	\$150.00	per hour
*Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. Additional hours will be billed at \$150/hour. **See Non-Profit definition on Page 16.			
Special Use			
12/2003	Base Fee	Determined with the approval of the Parks & Recreation Director	
Other Fees			
12/2003	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
07/2017	Cancellation (90 days or less)	\$500 + 50% of applicable base fee retained	per deposit
07/2017	Cancellation (91 days or more)	\$500 + 25% of applicable base fee retained	per deposit
02/2009 01/2015 01/2015	Chairs (includes set-up) Resident Non-Resident Commercial	\$1.50 \$3.00 \$3.00	per chair

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
01/2015	Kitchen Cleaning/Trash Removal (including co- sponsored and gratuitous events)	\$150.00	per event
12/2003 02/2009	Dance Floor (21'x24' maximum available): Whole Section	\$300.00 \$5.00	per day per section per day
12/2009	Easels	\$5.00	per easel per day
12/2007	Event Parking	Determined by Event Coordinator	
07/2017	Deposit (Security/Damage)	\$500.00 + 50% of applicable base fee	per event
09/2013	Corporate Meeting Deposit	\$250.00	per event
01/2015	Holiday Premium **	\$375.00	per day
06/2013	Picnic Tables	\$20.00	per table
12/2009	Pipe & Drape	\$10.00	per section per day
01/2015	Prohibited Items (deducted from deposit)	\$100.00	per event
01/2011	Setup/Breakdown Fee for items used off site	\$200.00	per use
01/2015	Sound System	\$100.00	per event
12/2009	Stage (4'x8' Section)	\$15.00	per section per event
12/2009	Stage (24' x 16' Full)	\$180.00	per event
12/2007	Tables (includes set-up)	\$9.00	per table
12/2003	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
01/2012	Video Projector	\$100.00	per day
01/2011	Video Projector Screen (12' x 12')	\$100.00	per day
** 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.		

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Fair Barn Fees and Charges Definition			
12/2003	Categories of Renters (continued): <u>Commercial:</u> Any individual, sole proprietorship, corporation, business or other entity that does not qualify under any other renter category. <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.		
07/2017			
The Village of Pinehurst reserves the right to define the renter category based on the usage.			
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 all 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, 2018**

RECREATION – HARNESS TRACK:

Council Adopted Date	Description	Fee/Charge	Unit
Ground Use			
09/2001	One Infield - without Show Rings	\$150.00	per day
01/2012	One Infield – with Show Rings	\$250.00	per day
01/2012	Two Infields – without Show Rings	\$300.00	per day
01/2012	Two Infields – with Show Rings	\$350.00	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)			
07/2015	Full Season	\$927.00	per stall
07/2015	Monthly (No Proration Allowed)	\$412.00	per stall
Standardbred Training (Other Fees)			
07/2015	Grooms Quarters - Improved	\$206.00	per month
01/2013	Grooms Quarters - Unimproved	\$72.00	per month
07/2015	Grooms Quarters - Prorated	\$7.00	per day
01/2013	Grooms Quarters Cleaning Fee	\$50.00	per room
07/2015	Additional Occupant	\$60.00	per month
02/2009	Manure Pile Removal	\$25.00	per pile
Horse Shows			
01/2001	Manure Pile Removal	\$25.00	per pile
12/2009 01/2011	Impact Fee: Temporary Stalls	\$10.00	per stall, per show per day, per horse
	Horse not using a stall	\$10.00	
01/2012	Paddock Fee	\$25.00	per paddock per show

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Horse Shows (continued)			
01/2015	Stall Clean Out	\$10.00	per stall
01/1997	Vendor/Exhibitor Fee	\$25.00	per vendor/exhibitor
Stall Rental			
Rates are per stall, per weekend, max of 3 nights			
01/2013	Stall Rental (less than 100)	\$40.00	
01/2013	Stall Rental (more than 100)	\$35.00	
01/2013	Tack Stall Rental	\$35.00	
01/2013	Additional Stall Nights over 3 Nights	\$15.00	per stall, per night
Other Fees			
01/1997	Admission/Parking Charge	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, 2018**

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, 2018**

RECREATION – PARKS and RECREATION:

Council Adopted Date	Description	Fee/Charge	Unit
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.			
01/2015	Non-Resident Family Membership	The cost of this membership is \$60 and is good for one year from the date payment and application are received. It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs.	
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.	
Athletic Events			
The athletic events fee may be waived for youth at the discretion of the Director of Parks and Recreation.			
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
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
06/2013	Individual Fee: Resident	\$20.00	per individual
06/2013	Non Resident	\$40.00	per individual

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Classes/Programs			
The registration fee may be prorated by the Director of Parks & Recreation for participants who wish to attend after a class has started.			
01/1997	Resident	\$5.00 plus direct costs	per participant
07/2017	Resident – Classes in Recreation Room	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
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 Director of Parks & Recreation 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	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
06/2013	Sound System	\$50.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
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 game/hour without lights per game/hour with lights
07/2017	Non-Resident	\$30.00 \$60.00	per game/hour without lights per game/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
Temporary Use 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 Director of Parks & Recreation 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, 2018**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks 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 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.			
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
07/2017	Magnolia Lawn: Resident Non-Resident	 \$500.00 \$650.00	 per day

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks (continued)			
Grounds Only (includes tables and chairs) (continued)			
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, 2018**

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 Director of Parks and Recreation, 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
Other Fees			
12/2008	Overnight Parking (Resident and Non-Resident)	\$2.00	per car per night

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

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, 2018**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
07/2017	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. The Director of Parks and Recreation will determine refunds in any special circumstance not addressed by this policy.	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

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.	



**REVIEW AND APPROVE THE FY 2019 BALANCED SCORECARD, FY 2019 AREAS OF FOCUS, AND THE FY 2019-2023 INITIATIVE ACTION PLANS.
ADDITIONAL AGENDA DETAILS:**

FROM:

Natalie Hawkins

DATE OF MEMO:

1/17/2018

MEMO DETAILS:

This agenda item is to discuss several items related to the development of the FY 2019 Strategic Operating Plan (SOP) based on Council, Board Chairs, and Senior Leadership discussions at the December 14, 2017 Strategic Planning Retreat and the January 9, 2018 Retreat Follow Up Meeting. Specifically, we would like to:

1. Review and obtain Council approval of the proposed FY 2019 Balanced Scorecard (BSC), including the recommended Areas of Focus.

The *"FY 2019 Balanced Scorecard"* attachment to this agenda item indicates proposed goals, strategic objectives, key performance indicators (KPIs), and projected performance targets.

Projected Performance Targets

The recommended performance targets are based on an extensive review of the Village's historical performance levels over several years relative to benchmarks and comparable communities. Since initially adopting the BSC in FY 2014, we have expressed performance goals for survey results in 5% increments due to the margin of error with survey results.

In most cases, the Village is currently achieving excellent performance results (90% satisfaction levels or higher). Considerable areas for improvement in resident satisfaction identified on this year's Balanced Scorecard are those with projected satisfaction levels below 80% and they include:

- Availability of sidewalks, and
- Adequacy of street lighting.

These two areas have been identified as opportunities for improvement since the Village began surveying residents in FY 2013. As discussed at the Strategic Planning Retreat and Follow Up Meeting, the Village plans to engage Pinehurst residents in the Long Range Comprehensive Plan process to clarify resident desires in these two areas.

Proposed Areas of Focus for FY 2019

The recommended Areas of Focus, which are highlighted in red on the FY 2019 Balanced Scorecard were selected based on:

1. VOP performance levels and projected performance relative to benchmarks and comparable communities,
2. Strategic challenges identified by Council and Senior Leaders,

3. Strategic opportunities identified by Council and Senior Leaders, and/or
4. Resident high priorities for improvement identified in the 2017 Community Survey.

The specific reasons for recommending the FY 2019 Areas of Focus are shown in the ***“FY 2019 Areas of Focus”*** attachment to this agenda item. The following four (4) strategic objectives are proposed as this year’s Areas of Focus:

1. Ensure quality residential development,
2. Ensure quality business development,
3. Maintain high quality streets, and,
4. Provide recreation programs and events for all ages.

While there is ample evidence to support the conclusion that “Provide interconnected pedestrian facilities” should continue to remain an Area of Focus, Council has decided to use the Long Range Comprehensive Plan process to clarify residents’ desires for sidewalks in FY 2019. Therefore, until specific actions are clarified by the public and staff, this objective has been removed from our Areas of Focus this year.

2. Discuss the proposed Initiative Action Plans (IAPs) for FY 2019-2023.

To positively impact the KPIs identified for performance improvement, to address strategic challenges and opportunities, and to address resident high priorities for improvement, the Village has identified six (6) proposed Initiative Action Plans for the five-year planning period. These are identified in the ***“FY 2019-2023 Initiative Action Plans”*** attachment. Initiative Action Plans are defined and measurable activities needed to address our strategic opportunities that involve a significant amount of financial and/or staff resources or have a significant community impact over the planning period.

You may note this is a much smaller list of IAPs than in previous years. In addition to the IAPs proposed, there are numerous other opportunities for improvement that were discussed at the Council Retreat and Follow Up Meeting that are classified as department projects or evaluations. Over the next two months, Senior Leaders will evaluate and prioritize these projects and evaluations and then program them over the planning horizon as they develop their annual budget requests. As opportunities are evaluated and developed over the course of the next few years, some of them will likely develop into IAPs in the future.

Today, we are seeking Council’s approval of the FY 2019 Balanced Scorecard, the FY 2019 Areas of Focus, and the FY 2019-2023 Initiative Action Plans. This is being done now to ensure that Senior Leaders develop the FY 2019 SOP and submit budget requests that addresses the priorities for improvement we identified at the Retreat and Follow Up Meeting.

If you have any questions about the proposed FY 2019 Balanced Scorecard, FY 2019 Areas of Focus, or the proposed five-year Initiative Action Plans, please feel free to give me a call to discuss. We look forward to reviewing this information with Council at your meeting and appreciate your leadership and guidance as we work to develop a FY 2019 Strategic Operating Plan to advance the Village mission to “Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.”

ATTACHMENTS:

Description

- FY 2019 Balanced Scorecard
- FY 2019 Areas of Focus



Village of Pinehurst FY 2019 Balanced Scorecard

FY 2019 Balanced Scorecard								
MISSION: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.								
	Goal We intend to...	Strategic Objective How we will...	KPI #	KPI Description How do we know...	Actual FY 17	Est FY 18	Target FY 19	Target FY 23
Customer	1 - Safeguard the community	Deliver effective public safety services	1.1	% of residents whose overall feeling of safety in the Village is good or excellent	100%	99%	95%	95%
			1.2	% of residents satisfied with how quickly fire personnel respond to emergencies	100%	99%	95%	95%
			1.3	% of residents satisfied with the enforcement of local traffic laws	91%	89%	90%	90%
	2 - Ensure an attractive residential community	Maintain and enhance the appearance of public spaces	2.1	% of residents who rate the overall appearance of the Village as good or excellent	99%	99%	95%	95%
		Ensure compliance with Village codes and ordinances	2.2	% of residents satisfied with the enforcement of Village codes and ordinances	84%	85%	85%	85%
		Ensure quality residential development AOF	2.3	% of residents satisfied with Village efforts to maintain the quality of neighborhoods	87%	89%	90%	90%
	3 - Ensure a thriving business community	Ensure quality business development AOF	3.1	1st floor occupancy rate in the Village Center	95%	90%	90%	90%
			3.2	% of businesses likely to recommend the Village as a business location	95%	90%	90%	90%
	4 - Provide multimodal transportation systems	Provide interconnected pedestrian facilities	4.1	% of residents satisfied with the availability of sidewalks	71%	70%	70%	70%
			4.2	% of residents satisfied with the availability of greenway/walking trails	95%	90%	90%	90%
		Maintain high quality streets AOF	4.3	% of residents satisfied with the adequacy of street lighting	72%	72%	70%	80%
			4.4	% residents satisfied with street and right of way maintenance	84%	87%	90%	90%
	5 - Protect the environment	Provide effective and efficient solid waste collection services	5.1	% of residents satisfied with solid waste services	96%	96%	95%	95%
		Reduce, reuse, and recycle resources	5.2	% of refuse diverted from the landfill	34%	35%	35%	35%
	6 - Maintain an active, healthy community	Provide recreation programs and events for all ages AOF	6.1	% of residents satisfied with P&R programs	98%	95%	95%	95%
			6.2	% of residents satisfied with Village sponsored cultural arts events	98%	95%	95%	95%
Internal	7 - Professionally manage a high performing organization	Enhance community engagement	7.1	% of residents satisfied with Village communications	94%	95%	95%	95%
			7.2	% of residents satisfied with the level of public involvement in local decisions	79%	85%	85%	85%
		Continuously improve and innovate	7.3	Full time equivalents per million \$ of revenue	7.62	7.26	8.00	8.00
			7.4	% of residents satisfied with the value received for taxes paid	94%	91%	90%	90%
Workforce	8 - Attract & retain an engaged workforce	Provide a supportive and rewarding work environment	8.1	% of employees who agree that overall they are satisfied with their job	97%	95%	95%	95%
			8.2	% of volunteers satisfied with the volunteer experience	100%	96%	95%	95%
Financial	9 - Maintain a healthy financial condition	Meet or exceed established financial targets	9.1	Unassigned GF fund balance as a % of actual expenditures	43%	28%	18%	23%
		Maintain capital assets	9.2	Capital asset condition ratio	45%	44%	49%	46%

Items in red are Areas of Focus (AOF) for FY 2019 based on VOP performance levels relative to benchmarks and comparisons, strategic challenges, strategic opportunities, and resident priorities for improvement.



Village of Pinehurst FY 2019 Areas of Focus

FY 2019 Areas of Focus						
MISSION: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.						
	Goal We intend to...	Strategic Objective How we will...	Performance Gaps with Comparisons	Strategic Challenges	Strategic Opportunities	High Resident Priorities for Improvement
Customer	1 - Safeguard the community	Deliver effective public safety services	Fire prevention programs	Increased demands; Manage impact of growth		
	2 - Ensure an attractive residential community	Maintain and enhance the appearance of public spaces		Increased demands		
		Ensure compliance with Village codes and ordinances		Increased demands; Manage impact of growth		
		Ensure quality residential development AOF		Increased demands; Manage impact of growth	Plan for long term future	Quality of neighborhoods
	3 - Ensure a thriving business community	Ensure quality business development AOF		Increased demands; Manage impact of growth	Create a vibrant retail center	
	4 - Provide multimodal transportation systems	Provide interconnected pedestrian facilities	Availability of sidewalks	Increased demands; Create a walkable community	Create a pedestrian friendly community	Sidewalks
		Maintain high quality streets AOF	Adequacy of street lighting	Increased demands		Street/ROW maintenance; Street lighting; Neighborhood streets
	5 - Protect the environment	Provide effective and efficient solid waste services		Increased demands		
		Reduce, reuse, and recycle resources		Increased demands		
Internal	7 - Professionally manage a high performing organization	Enhance community engagement		Increased demands		
		Continuously improve and innovate		Increased demands; Changes in housing market	Utilize technology to improve; Collaborate with others	
Workforce	8 - Attract & retain an engaged workforce	Provide a supportive and rewarding work environment		Increased demands; Attract/retain workforce	Develop future leaders	
Financial	9 - Maintain a healthy financial condition	Meet or exceed established financial targets		Increased demands; Financial pressures		
		Maintain capital assets		Increased demands		

Items in red are Areas of Focus (AOF) for FY 2019 based on VOP performance levels relative to benchmarks and comparisons, strategic challenges, strategic opportunities, and resident priorities for improvement.



Village of Pinehurst FY 2019 Strategic Challenges & Opportunities

The following strategic challenges and opportunities were identified by the Village Council and Senior Leaders at the December 2017 Council Strategic Planning Retreat and January 2018 Follow Up Meeting.

Strategic Challenges	Strategic Opportunities (In Order of Priority)
1. Creating a walkable community 2. Financial pressures for library support and potential school relocation 3. Changes in the housing market (e.g. lower values, more rentals, & aging housing stock) 4. Responding to increased demand for services and changing needs due to growth 5. Attracting and retaining workforce members (employees and volunteers) 6. Managing the impact of growth on the character of the Village	1. Plan for the long term future of the Village 2. Create a vibrant retail center in the Village 3. Enhance and expand cultural & recreational programs and activities 4. Partner and collaborate with others on regional issues 5. Utilize technology to improve services 6. Create a pedestrian friendly community 7. Develop future leaders



Village of Pinehurst FY 2019-2023 Initiative Action Plans

FY 2019-2023 Initiative Action Plans (IAPs)			
MISSION: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.			
	Goal We intend to...	Strategic Objective How we will...	FY 2019-2023 Initiative Action Plans
Customer	1 - Safeguard the community	Deliver effective public safety services	
	2 - Ensure an attractive residential community	Maintain and enhance the appearance of public spaces	
		Ensure compliance with Village codes and ordinances	
		Ensure quality residential development AOF	Long-Range Comprehensive Plan
	3 - Ensure a thriving business community	Ensure quality business development AOF	Streetscape Improvements
	4 - Provide multimodal transportation systems	Provide interconnected pedestrian facilities	
		Maintain high quality streets AOF	Street Lighting
	5 - Protect the environment	Provide effective and efficient solid waste services	
		Reduce, reuse, and recycle resources	
Internal	7 - Professionally manage a high performing organization	Enhance community engagement	
		Continuously improve and innovate	Permit and Inspection Process Improvements
Workforce	8 - Attract & retain an engaged workforce	Provide a supportive and rewarding work environment	Workforce Development & Succession Planning
Financial	9 - Maintain a healthy financial condition	Meet or exceed established financial targets	
		Maintain capital assets	

Items in red are Areas of Focus (AOF) for FY 2019 based on VOP performance levels relative to benchmarks and comparisons, strategic challenges, strategic opportunities, and resident priorities for improvement.



**DISCUSS AND CONSIDER APPROVAL OF AN INCENTIVE REWARD
PROGRAM.**

ADDITIONAL AGENDA DETAILS:

FROM:

Natalie Hawkins

CC:

Jeff Sanborn, Jeff Batton, Angie Kantor

DATE OF MEMO:

1/17/2018

MEMO DETAILS:

This agenda item is to discuss Village Management's recommendation to implement a team based incentive reward program for Village employees. Attached to this agenda item is a memo outlining the details and benefits of the proposal. Also attached to this agenda item is a resolution and policy should Council approve of our recommended Incentive Reward Program.

We look forward to reviewing this with you at your meeting.

ATTACHMENTS:

Description

- ☐ Memo to Council on Incentive Program
- ☐ Resol 18-05 Incentive Reward Program
- ☐ Attachment A: Incentive Reward Program Policy



MEMORANDUM

To: Village Council
From: The Village Managers
Date: January 18, 2018
Subject: Incentive Reward Program Proposal

Purpose

The purpose of the proposed incentive program is to incentivize and reward Village employees for achieving organizational performance goals set by the Village Council on the Village's Balanced Scorecard. To develop the proposed incentive program, staff conducted research and evaluated alternative ways to achieve desired outcomes of an incentive program.

In a Society for Human Resource Management (SHRM) article, *"Designing and Managing Incentive Compensation Programs,"* SHRM states that "incentive compensation programs are primarily used to promote efficiency and productivity of the workforce, but organizations can also use them to enhance employee recruitment, engagement, retention and employer branding."

A recent Harvard Business Review article, *"Research: How Incentive Pay Affects Employee Engagement, Satisfaction, and Trust,"* found that performance related incentives were "positively associated with job satisfaction, organizational commitment, and trust in management." Their research also found that high employee participation in a plan "where the mechanisms for distributing incentives are perceived to be equitable, more employees are likely to benefit and consequently experience job satisfaction."

The Village's current compensation program includes a merit pay system to reward individual performance and a years of service award for individual length of service. This incentive reward program is intended to encourage employees to look beyond themselves and focus their attention on the overall goals of the organization.

To avoid some of the potential downsides of an individual or smaller team based incentive reward system, we recommend a team based incentive program to complement our current individual reward system. We concluded that other individual or smaller team incentives would be less effective due to:

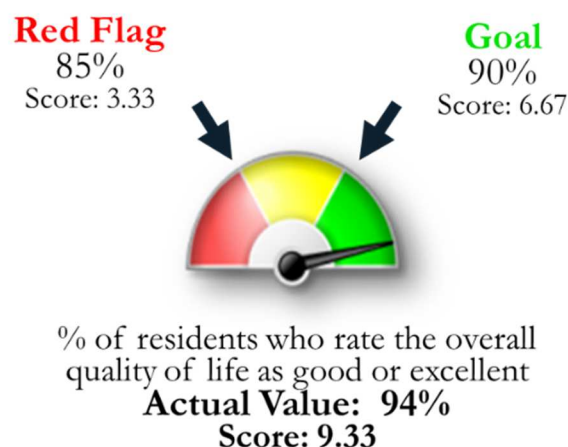
- 1) Many measures of performance we currently gather are impacted by the actions of multiple departments and therefore do not allow for a clear alignment to any one specific department or smaller team.
- 2) We already have a merit system in place to reward individual employee behavior and do not need another individual merit system. To the extent that it may have some flaws, we are committed to fixing them.
- 3) It is difficult to construct a smaller team incentive reward system that avoids uneven application of standards, uneven opportunities for demonstrated excellence and/or perceptions of these problems which can lead to harmful employee perceptions about the fairness of the process. A “whole team” approach either rewards everyone equally or it doesn’t and there is not an opportunity for these perceptions about fairness of the process.

Overall, the purpose of the proposed incentive plan is based on the premise that rewards drive behavior and rewarding high performance can lead to overall greater organizational performance.

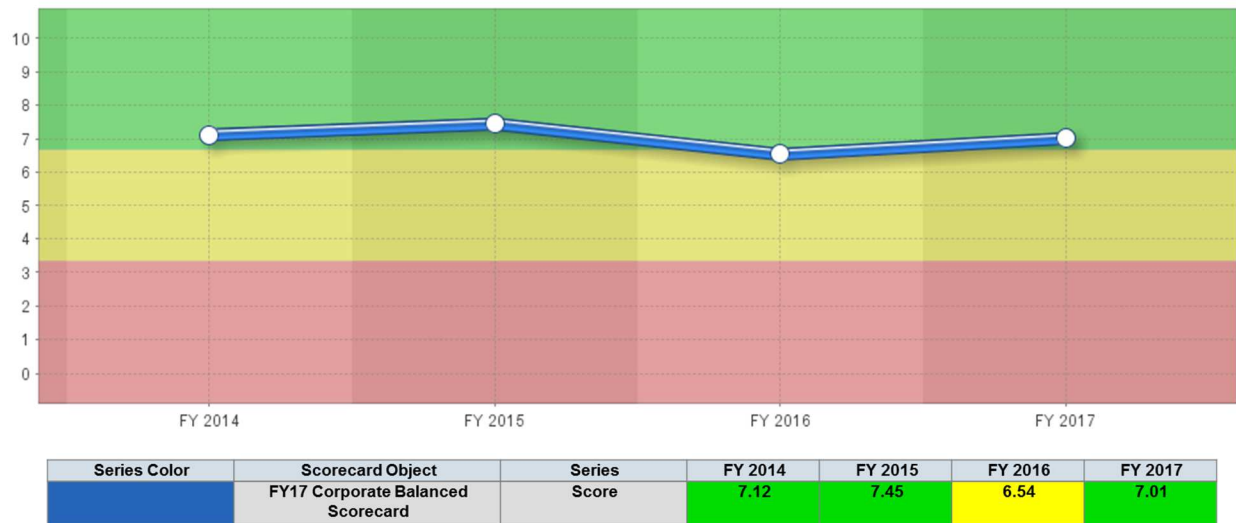
Incentive Program Description

Based on our research of incentive program best practices, the program we propose is a “gain sharing” plan where all Village employees are equally rewarded for the organization as a whole achieving the desired level of performance articulated for the nine goals identified on the Village’s balanced scorecard.

Since implementing the Quickscore Balanced Scorecard Software in FY 2014, we have determined an annual overall “score” for each KPI and an aggregate “score” for all nine community goals on our Balanced Scorecard that we use to determine organizational effectiveness at achieving performance goals. The “score” is calculated based on actual results relative to established goals and red flags for each KPI. If the Village achieves exactly the desired level of performance, a score of 6.67 is assigned and if the Village exceeds the goal established a score of higher than 6.67 is assigned. See the example below:



A graphical representation of our historical overall organizational performance since FY 2014 that is a combination of all KPIs indicated on the Village's Balanced Scorecard is shown below. For FY 2017, the score of 7.01 indicates that overall the Village exceeded the performance goals established by the Council for the 27 KPIs on the Village's Balanced Scorecard.



Benefits of an Incentive Program

The proposed program directly supports two of our goals: Professionally Manage a High Performing Organization and Attract & Retain an Engaged Workforce. It also indirectly supports the other six goals on the Village Balanced Scorecard by incentivizing high performance. Our expectation is that the three key benefits of providing the proposed incentive compensation could include:

1. Enhanced employee engagement – Research has demonstrated that incentive programs designed as we have proposed can lead to greater employee engagement and greater employee engagement leads to less turnover and the costs associated. This supports our Balanced Scorecard goal of “Attract & retain an engaged workforce” and our strategic objective to “Provide a supportive and rewarding work environment.”
2. Better alignment of employee behaviors and actions with strategic goals and objectives – With the incentive program in place, employees will have a better understanding of how their individual actions impact the overall organization’s ability to achieve its goals and objectives and help to better deploy overall organizational goals and objectives to the entire employee workforce.
3. Help to further instill the Village’s Core Values – Teamwork is one of our 4 core values and we believe this program can help reinforce the importance of teamwork among and between departments. With effective management communication of how employees and departments can help one another to achieve overall organizational goals, we can use the program to embed this value in our workforce. A second Village core value is Service. Because the proposed program is based heavily on the annual satisfaction ratings of customers, it can help to incentivize and reward a culture of customer

service. Finally, the remaining two core Values of the Village are Initiative and Improvement. This program can also reinforce these values as both initiative and improvement will be required of employees if we are to achieve high performance and exceed the goals established by the Village Council.

Under the proposed program, incentive rewards would be provided annually to all regular full-time and regular part-time employees equally if the Village achieves an overall score of 6.67 on the Village's Balanced Scorecard at year end. The amount of the reward is shown in the table below:

Overall BSC Score	Incentive Reward	Total Village-Wide Incentive Amount	Total Disbursement including FICA and retirement benefit (Incentive + 21%)
6.67 – 7.00	\$250	\$33,750	\$40,838
Over 7.00	\$500	\$67,500	\$81,675

The incentive reward amount of \$250 approximates 0.05% of total base payroll, while the \$500 reward is approximately 1.0% of total base payroll. The estimated cost of the program above is based on approximately 135 regular employees who would be eligible and 21% in benefits associated with incentive compensation that includes 7.65% FICA tax and 13% retirement expense. In total, the maximum incentive amount would represent approximately 0.4% of the overall \$19 million annual budget.

We propose to provide these incentives to employees in November after final results for the year end Balanced Scorecard are determined each year. In the last two years' financial forecast, the Village has included a \$40,000 line item for an incentive program related to this Initiative Action Plan.

Management is presenting this recommendation to you now because we would like to communicate this program as soon as possible to employees and it will require additional funding than what was previously allocated.

We respectfully request your approval of the attached Incentive Reward Program Policy. If you approve of this policy, the modified amount will be reflected in the FY 2019 Strategic Operating Plan that will be presented to you later this spring. We have attached a resolution for your consideration that would approve the attached Incentive Reward Program Policy.

Thank you for your consideration of this recommendation.

RESOLUTION #18-05:

**A RESOLUTION ADOPTING THE INCENTIVE REWARD PROGRAM POLICY FOR
THE VILLAGE OF PINEHURST.**

THAT WHEREAS, the Village Council of Pinehurst, North Carolina, recognizes the importance of rewarding employees to improve employee engagement to better serve residents, businesses, and visitors; and

WHEREAS, the purpose of the Village of Pinehurst Incentive Reward Program is to reward employees for achievement of organizational performance goals set by the Village Council each fiscal year on the Balanced Scorecard;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 23rd day of January, 2018 as follows:

SECTION 1. That the Incentive Reward Program Policy is hereby adopted; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 23rd day of January, 2018.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney

Attachment A

	VILLAGE OF PINEHURST STANDARD PROCEDURE		
SUBJECT: Incentive Reward Program Policy		Effective Date: 7/1/2018	
Department: Human Resources			
Prepared by: Administration		Policy No.: HR-109	
Approved by: Village Council Resolution # 18-05		Date: 1/23/2018	Revised:
Approved by: Village Manager, Jeff Sanborn		Date: 1/23/2018	# of Pages: 1

I. **PURPOSE**

The purpose of the program is to incentivize and reward Village employees for achieving organizational performance goals set by the Village Council.

II. **ELIGIBILITY**

This program will be available to regular full-time and regular part-time employees working at least 20 hours per week. Employees must be employed by June 30th and be employed on November 1st to be eligible for the incentive reward.

III. **GUIDELINES**

Employees will be rewarded if the Village achieves the overall score, listed below, on the Village of Pinehurst Balanced Scorecard, as amended, at the end of the fiscal year. These rewards will be paid to eligible employees during the pay period that contains November 1st. Rewards will be flat amounts based on the following:

Overall Score-Corporate Scorecard	Reward Amount
6.67-7.00	\$250
Over 7.00	\$500

These amounts will be paid in a lump sum and will not be added to employees' base compensation. Amounts are taxable and subject to all applicable withholdings.



**DISCUSS AND CONSIDER CHANGES TO THE POSITION
CLASSIFICATION AND PAY PLAN.
ADDITIONAL AGENDA DETAILS:**

FROM:

Angie Kantor

CC:

Jeff Sanborn

DATE OF MEMO:

1/16/2018

MEMO DETAILS:

In FY 2017, Senior Management identified the need to add an additional position to oversee the Village's continuous improvement and strategic planning efforts that was included in the five-year staffing forecast for FY 2020. Management is seeking Council's approval to accelerate this position request to FY 2019 and is asking to add the position to the Pay and Classification Plan now so recruitment efforts may begin prior to July 1, 2018.

What is being requested?

The requested Performance Management Director position would be a department head level position that reports to the Village Manager and would be a Salary Grade 30 with a pay range of \$65,434 - \$98,150 based on the current pay grades. This position would function with department head level matrix-aligned authorities and responsibilities which cut across all Village departments to plan, organize, develop, and implement organizational improvements in partnership with senior leaders by:

- Facilitating the development of the annual strategic operating plan, monitoring strategic operating plan implementation, and providing routine quarterly updates to Village Council and senior leadership,
- Facilitate a process to periodically ensure the annual Strategic Operating Plan remains consistent with and is aligned to the Village's Long Range Comprehensive Plan.
- Managing the Village's performance measurement system that includes aligning key performance indicators (KPIs) with Council goals and objectives, verifying the accuracy of performance data, and identifying benchmark/comparative data for 19 separate scorecards and over 250 individual key performance indicators,
- Leading service and process improvement evaluations and implementations across all departments, and
- Systematically training and educating Village staff on continuous improvement concepts and methodologies.

Why is this position needed and why now?

1. **There is not enough staff capacity to manage the Village's continuous improvement efforts as effectively as we can** - Currently, the proposed duties and responsibilities of this position are primarily being handled by Assistant Village Manager Natalie Hawkins and Village Clerk Lauren Craig, with administrative support provided by Administrative Assistant Jill Lazusky. Since the Village began its focus on continuous improvement five years ago, several additional responsibilities have been added to existing staff. The more significant duties that have been added include managing the strategic planning process, managing the Balanced Scorecard performance measurement system,

facilitating quarterly Strategy Sessions for Senior Leadership, producing quarterly and annual performance reports, and overseeing the effective evaluation of multiple service and process improvements annually using the BIRDIE and ACE processes. As we have matured as an organization, the amount of work required to perform these strategically important duties has grown beyond what current staff has the capacity to effectively manage. As we move forward, our desires to put a process in place to keep the Long Range Comprehensive Plan updated, and to more fully 'nest' the strategic operating plan with that master plan will continue to add demands for which we no longer have idle capacity.

2. It would allow us to address some key opportunities to improve the efficiency and effectiveness of our organization as a whole – These improvements would include:

- Facilitate a new process to keep our comprehensive master plan relevant thru periodic updates and to use that plan to provide overarching guidance and context to annual strategic operating plan development. Support department heads and teams to consistently identify, evaluate, and implement improvements - Currently, there is a lack of consistency across departments in how improvements are evaluated and implemented. Increased consistency could be achieved with additional staff capacity to oversee, direct, and support Village efforts to be more effective and efficient. In the past, this inconsistency has resulted in deficiencies in implementation and inability to achieve desired outcomes of improvements.
- Ensure the accuracy of performance data – Each year we audit over 100 of the 257 key performance indicators on 19 Village and department scorecards to ensure the accuracy of data being used to support decisions. Each year, we identify numerous errors in data that has been reported throughout the year. A dedicated person to oversee the accuracy of data could work with department heads throughout the year instead of waiting until year end as we currently do now.
- Improve public reporting and transparency of performance data – This year, we have an Initiative Action Plan (IAP) to increase transparency by publishing key performance data on the Village website as performance dashboards. This is a very common practice among high performing local governments, but one that we have not yet had the capacity to implement. Due to responsibilities for Comprehensive Planning efforts put on the Asst. Village Manager of Admin, this IAP will not be completed in FY 2018 as planned and additional staff capacity is needed to implement this improvement in the future.

3. Current staff capacity to oversee strategic planning, performance measurement, and improvement efforts will be significantly limited upon hiring of the new Planning Director – The Village Manager has indicated his preference to assign reporting responsibility for the Planning Department to the Asst. Village Manager of Admin upon hiring of this position. With the Asst. Village Manager of Admin playing a significant role in implementing the planned Permit & Inspections BIRDIE Team recommendations and providing leadership for the Long Range Comprehensive Plan over the next 1-2 years, the Village will need additional staff resources to oversee the duties being proposed for the Performance Management Director, which currently fall to the Asst. Village Manager of Admin.

Is this additional capacity worth the investment?

Our efforts to introduce and continue to grow our continuous process improvements over the past several years has had a marked positive impact on our efficiency and effectiveness as an organization. We have found ways to save hundreds of thousands of dollars in annual operating expenses while increasing the quality and level of service to our community. Up to this point, we have been able to accomplish these outcomes with existing administrative staff. In order to take our efforts to the next level, this new staff position with its inherent capacity is required. Management believes that taking these next steps will result in further improvements in effectiveness and efficiency that will more than pay for the addition of this staff position.

How would the Village proceed with recruitment?

Should Council approve the Performance Management Director position being moved up one year in the staffing forecast, staff would begin recruitment efforts in late spring so the new position could be filled as

close to July 1st as possible. This is why the request is being made outside of the annual budget process. With the change in leadership in the Planning Department and two extremely significant projects for that department this year (Comprehensive Plan and Permit & Inspection improvements), management believes it is important to recruit for and fill this position as soon as possible so the Assistant Village Manager of Administration can adequately support the Planning Department's efforts.

I have attached the Resolution that will amend the Position Classification and Pay Plan based on the recommendation above. I have also attached the Policy on Administration of the Pay Plan and the Position Classification Plan, which contains the Position Classification and Pay Plan listing for approval. Let me know if you have any questions. Thank you for your consideration.

ATTACHMENTS:

Description

- ☐ Attachment A: Policy on the Administration of the Position Classification and Pay Plan
- ☐ Resol 18-06 Pay Plan Changes
- ☐ Position Classification and Pay Plan 2017-2018

ATTACHMENT A

		VILLAGE OF PINEHURST	
		STANDARD POLICY	
SUBJECT:	Policy on Administration of the Position Classification and Pay Plan	Effective Date:	11/17/2009
Department:	Human Resources	Policy No.:	HR-416
Prepared by:	Human Resources	Revised:	1/23/2018
Approved by:	Jeffrey Sanborn and The Village Council	# of Pages:	5

PURPOSE OF THE POSITION CLASSIFICATION AND PAY PLAN:

The Position Classification and Pay Plan (attached as Exhibit A) is aimed at providing a complete inventory of all authorized positions in the Village service and an accurate description and specification for each class of employment. The Plan standardizes job titles, each of which is indicative of a range of duties and responsibilities.

The Plan also includes the basic salary ranges for each regular full-time and part-time position approved by Council. These ranges are market-based pay grades consisting of minimum, mid-point and maximum pay rates.

GENERAL PROVISIONS OF THE PLAN:

Administration and Maintenance

The Village Manager, assisted by the Human Resources Director, is responsible for the administration and maintenance of the Plan. The Human Resources Director should periodically review portions of the Plan and recommend appropriate changes to the Village Manager. All employees covered by the Plan should be paid at a rate listed within the salary range established for the respective position.

The Plan is intended to provide equitable compensation for all employees, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the impacts of inflation, the financial conditions of the Village, and other factors. From time to time the Human Resources Director will be responsible for making comparative studies of all factors affecting the level of salary ranges and for recommending changes to the Village Manager. Any changes increasing or decreasing the assigned salary grade for a position must be approved by Village Council. Any changes modifying the salary ranges in the Plan must also be approved by Village Council.

Starting Salaries

As a general rule, applicants who are in positions approved in the Plan shall be employed within the salary range for that particular position classification.

Introductory Period

Employees hired, promoted, or transferred into a new position shall receive a performance evaluation upon successful completion of the introductory period. New hires may be eligible for a salary adjustment at the end of the introductory period, but promoted or transferred employees will not be eligible for salary adjustment. Salary adjustments will be made in accordance with performance management guidelines.

Merit Pay

Employees will receive a performance review after the first six months in a new position and then on an annual basis thereafter. Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related reasons and other factors. All performance reviews are based on an employee's demonstration of the Village's core values, customer service skills, and the behavioral and technical criteria listed in their position description. Employees will be evaluated based on how well they perform their job according to established criteria for technical and interpersonal skills. All considerations for merit increases are measured against a satisfactory or higher performance review. Guidelines for determining performance levels and performance pay increases or other performance-related movement within the range may be established in procedures approved by the Village Manager.

Lump Sum Payment

Employees who are at the maximum of the salary range for their position classification may be eligible for a lump sum payment at their regular performance evaluation time. Lump sum payments should be awarded based upon the performance of the employee as described in the performance evaluation and should be the same percentage of annual salary as employees within the salary range with the same performance level. Lump sum payments do not become part of base pay.

Salary Effect of Promotions, Demotions, Transfers, and Reclassifications

Promotions – when an employee is promoted the employee's salary may be increased. The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. The amount of the pay increase depends on performance, degree of increased responsibility, time since the last salary adjustment, budget and other factors.

Demotions – when an employee is demoted, the salary normally should be set at the rate in the lower pay range which provides a minimal decrease in pay if action is not the result of disciplinary action. If the current salary is within the new range, the employee's salary may be retained at the previous rate. If the demotion is the result of disciplinary action, the salary may be decreased.

Transfers – the salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary range should not be changed by the reassignment. However, employees transferred to a position in a lower salary grade may receive a decrease in pay.

Reclassifications – an employee whose position is reclassified to a position having a higher salary range may receive a pay increase if the employee's current pay rate is less than the minimum of the new salary range.

If the position is reclassified to a lower pay range, the employee's salary should remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

Salary Effect of Salary Range Revisions

When a class of positions is assigned to a higher salary range, employees in that class may receive a pay increase if the employees' current pay rates are less than the minimum of the new salary range. When a class of positions is assigned to a lower salary range, the salaries of employees in that class will remain unchanged. If this assignment to a lower salary range results in an employee being paid at a rate above the maximum established for the new class, the salary of that employee should be maintained at least at that level until such time as the employee's salary range is increased above the employee's current salary.

Transition to a New Salary Grade

The following principles are guidelines for the transition to a new salary grade:

- 1) No employee should receive a salary reduction as the result of the transition to a new salary grade.
- 2) All employees being paid at a rate lower than the minimum rate established for their respective classes may have their salaries increased.
- 3) All employees being paid at a rate above the maximum rate established for their respective classes should be at that maintained salary level until such time as the salary range is increased above the employee's current salary.

Effective Date of Salary Changes

Salary changes approved after the first working day of a pay period shall become effective at the beginning of that pay period or at such specific date as may be established pursuant to procedures approved by the Village Manager.

Payroll Deduction

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made up on the request of the employee on determination by the Village Manager as to capability of payroll equipment and appropriateness of the deduction.

Composition of the Plan

The Plan should consist of:

- a) a grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the range of pay under similar working conditions;
- b) class titles descriptive of the work of the class; and
- c) the appropriate pay grade associated with the position.

Use of the Plan

Class specifications should be descriptive of the type and scope of work performed. The Plan is to be used:

- a) as a guide in recruiting and examining applicants for employment;
- b) in determining lines of promotion and developing employee training programs; and
- c) in determining salary to be paid for various types of work;

Authorization of the Plan

The Plan shall be approved by the Village Council and should be maintained on file with the Human Resources Director. Copies will be available to all Village employees for review upon request. New positions shall be established upon recommendation of the Village Manager and approval of the Village Council, after which the Human Resources Director is responsible for either allocating the new position into the appropriate existing class, or revising the Plan to establish a new class to which the position may be allocated. The Village Manager may approve changes to existing positions that do not require a change in pay grade.

Request for Reclassification

Department Heads may request that a position be reclassified into a different class or pay grade. Upon receipt of such request, the Human Resources Director shall study the request, determine the merit of reclassification and if merited, recommend a reclassification and a new pay grade to the Village Manager. Modified positions also should be evaluated for proper position classification. To assist the Village on this review process, Department Heads are expected to:

- a) be familiar with the Position Classification and Pay Plan;
- b) make sure they are informed about the job duties performed by each employee under their supervision;
- c) advise the Human Resources Director of any permanent changes in job duties;
- d) make recommendations for changes in position classifications. These recommendations should be based on significant changes in the duties associated with a position and/or in the structure of a department that will continue to exist on a long-term basis.

The Village Manager is responsible for approving any classification study and/or reclassification. The Village may contact outside consultants and other sources to assist in any reclassification decision.

Department Heads are responsible for reviewing positions annually as part of the budget process. Such review shall be to determine the most accurate classifications and the most equitable, effective, and efficient use of human resources.

Approved by:

Jeffrey Sanborn, Village Manager

1/23/2018
Date

#18-06
Village Council, Resolution

1/23/2018
Date

RESOLUTION #18-06:

A RESOLUTION AMENDING THE POLICY ON ADMINISTRATION OF THE POSITION CLASSIFICATION AND PAY PLAN FOR THE VILLAGE OF PINEHURST.

THAT WHEREAS, the Village Council of Pinehurst, North Carolina, adopted the Policy on Administration of the Position Classification and Pay Plan on November 17, 2009; and

WHEREAS, the Village Council of Pinehurst, North Carolina, amended the Policy on Administration of the Position Classification and Pay Plan on August 8, 2017; and

WHEREAS, changes in the organization infrastructure and guiding policies and procedures must be made as personnel needs of the Village change;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 23rd day of January, 2018 as follows:

SECTION 1. That the Policy on the Administration of the Position Classification and Pay Plan is hereby amended effective January 23, 2018; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

SECTION 2. That the Position Classification and Pay Plan for the Village of Pinehurst is hereby amended to include the Performance Management Director position; said Pay Plan attached hereto as part of Attachment A and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 23rd day of January, 2018.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney

VILLAGE OF PINEHURST
POSITION CLASSIFICATION AND PAY PLAN
FY 2017-2018

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	9		23,487	29,359	35,231
	10	Maintenance Worker	24,661	30,827	36,992
	11	Maintenance Worker, CDL	25,894	32,368	38,842
	12		27,189	33,987	40,784
	13	Customer Service Representative Grounds Specialist Human Resources Assistant Solid Waste Equipment Operator Track Specialist Welome Center Coordinator	28,549	35,686	42,823
	14	Grounds Specialist II Telecommunications Specialist I	29,976	37,470	44,964
	15	Administrative Assistant Events Assistant Telecommunications Specialist II	31,475	39,343	47,212
	16	Administrative Coordinator Firefighter Fleet Service Technician I Grounds Maintenance Crew Leader Maintenance Technician Planning Technician	33,049	41,311	49,573
E	17	Fair Barn Coordinator Financial Services Technician Fleet Service Technician II Street Maintenance Crew Leader	34,701	43,376	52,051
	18	Fire and Life Safety Educator IT Technician Police Officer Senior Firefighter	36,436	45,545	54,654
E E E E	19	Athletic Coordinator Code Enforcement Officer Master Firefighter Program Coordinator Senior Police Officer Special Events Coordinator Track Superintendent	38,258	47,822	57,387
	20	Master Police Officer Police Investigator	40,171	50,213	60,256
E	21	Communications Specialist Planner Sergeant	42,179	52,724	63,269
E E	22	Buildings and Grounds Superintendent Fire Captain Human Resources Generalist	44,288	55,360	66,432

VILLAGE OF PINEHURST
POSITION CLASSIFICATION AND PAY PLAN
FY 2017-2018

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
E E	23	Information Technology Systems Specialist Senior Planner Solid Waste Superintendent	46,503	58,128	69,754
E	24	Battalion Chief Building Inspector Detective Infrastructure Superintendent Lieutenant Village Clerk	48,828	61,035	73,242
E E E E E E	25	Assistant Financial Services Director Assistant Public Services Director Police Captain IT Business Analyst Network Administrator Principal Planner	51,269	64,087	76,904
E	26	Deputy Fire Chief Building Code Official	53,833	67,291	80,749
E E	27	Deputy Police Chief Fleet Maintenance Director	56,524	70,655	84,786
	28		59,350	74,188	89,026
	29		62,318	77,898	93,477
E E E E E	30	Human Resources Director Parks and Recreation Director Performance Management Director Planning and Inspections Director Public Services Director	65,434	81,792	98,151
E E E	31	Chief Information Officer Fire Chief Police Chief	68,706	85,882	103,058
E	32	Financial Services Director	72,141	90,176	108,211
	33		75,748	94,685	113,622
E E	34	Assistant Village Manager for Administration Assistant Village Manager for Operations	79,535	99,419	119,303

E = Exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)

5% = Spread between grades

50% = Spread within the grade

1.6% = Grade adjustment from previous year



**DISCUSS AND CONSIDER CHANGES TO THE PINEHURST MUNICIPAL
CODE AS IT PERTAINS TO SOLID WASTE.**

ADDITIONAL AGENDA DETAILS:

FROM:

Jeff Batton

DATE OF MEMO:

1/17/2018

MEMO DETAILS:

Staff has discovered a minor change is needed to our solid waste code as it relates to the use of carts. The proposed change would alter the language in the code to align with what the actual intent and practice is.

Our current practice is to require all materials to be placed in the cart unless overflow is temporarily allowed to be placed adjacent to the cart. This happens around Christmas time every year as recyclables and holiday trash routinely exceed cart capacity. This also happens at times of severe storms or high winds when excess yard debris is accumulated. During these times we suspend the requirement for all materials to be in the carts.

The current code does not specifically match up to this practice and we propose a change to correct this inconsistency.

Attached is an ordinance that would alter the language in the municipal code to better reflect actual practice.

Should Council agree with this proposal, the ordinance would need to be passed via a motion and vote. Thanks.

ATTACHMENTS:

Description

▣ Ord. #18-01

ORDINANCE #18-01:

AN ORDINANCE AMENDING CHAPTER 50, SOLID WASTE OF THE VILLAGE OF PINEHURST MUNICIPAL CODE.

THAT, WHEREAS, the Village Council of the Village of Pinehurst adopted an ordinance dated October 20, 1980, establishing and implementing certain authorized police powers for the purpose of prescribing regulations governing conditions detrimental to the health, safety, and welfare of its citizens; and

WHEREAS, on September 13, 2011 the Village Council of the Village of Pinehurst adopted Ordinance 11-25 which adopted the general ordinances of the Village of Pinehurst as revised, amended, restated, codified, and compiled in book form and declared that these shall constitute the "Village of Pinehurst, North Carolina Municipal Code;" and

WHEREAS, the Municipal Code will be subsequently amended from time to time as conditions warrant; and

WHEREAS, the Village Council has determined that it is in the best interest of the citizens of Pinehurst to amend Chapter 50, Section 50.03 Solid Waste Containers in the Pinehurst Municipal Code.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled this 23rd day of January, 2018 as follows:

SECTION 1. That the following amendments be made to Section 50.03:

§ 50.03 CONTAINERS REQUIRED.

(D) The village ~~may elect, at its option, to provide~~ residential receptacles for ~~certain~~ solid waste services and requires the use of those receptacles by the homeowner or tenant to which it is ~~they are~~ provided. **All solid waste materials must fit within the appropriate cart, which shall be securely covered. No materials are permitted outside a curbside cart unless specifically allowed under a temporary order by the Public Services Director.** Damage to the village provided receptacle outside of normal wear and tear can be assessed to the residence **property owner** up to the full replacement cost of a new container.

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

THIS ORDINANCE is passed and adopted this 23rd day of January, 2018.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney

DRAFT