



BOARD OF COMMISSIONERS

May 8, 2019— 6:00 p.m.

- I. Call to order and Pledge of Allegiance** **Mayor**
- II. Approval of the Agenda**
(Motion to add or delete an item will be entertained prior to approval.)
- III. Disclosures and Conflicts of Interest**
- IV. Announcements** **Mayor**
- a. Next Board Meeting: May 22
 - b. Town Hall Closed: May 27 in observance of Memorial Day
 - c. K4W 5K Beach Run/ 1K Fun Run: May 25 (8 a.m. Inn at PKS)
 - d. K4W Auction: May 30 (6 p.m. NC Aquarium)
 - e. K4W Kayak Race: June 1 (10 a.m. Garner Park)
- V. Public Comment**
**(Citizens are allowed to voice Town-related concerns and opinions during this time. Before speaking, each participant must sign in on the speaker roster list, located at the Clerk's Desk. Speakers will be heard on a first-come, first-served basis. Each speaker will be given up to three (3) minutes.)*
- VI. Presentation**
- a. Safe Boating Week Proclamation (3) **Mayor**
- VII. Consent Agenda** (4-12) **Mayor**
- a. Minutes from March 27, 2019 (5)
 - b. Minutes from April 10, 2019 (6-8)
 - c. Minutes from April 24, 2019 (9)
 - d. Board re-appointments (10)
 - e. Surplus Property (11)
 - f. Tax Discoveries and Releases (12)
- VIII. Town Manager's Report** (13-17) **Town Manager**
- IX. Unfinished Business** (18-19) **Mayor**
- a. 2019 Annual Agenda and Commissioner Reports
- X. New Business** (20-22) **Mayor**
- a. Budget Amendment (20-21)
 - b. Agenda Items for Next Meeting (22) **Mayor**
- XI. Public Comment #2**
**(Citizens are allowed to voice Town-related concerns and opinions during this time. Before speaking, each participant must sign in on the speaker roster list, located at the Clerk's Desk.*

Speakers will be heard on a first-come, first-served basis. Each speaker will be given up to three (3) minutes.)

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

XIII. Adjournment

Mayor



Town of Pine Knoll Shores
PROCLAMATION

**DECLARING MAY 18-24, 2019 AS
NATIONAL SAFE BOATING WEEK IN THE WATERS
OF PINE KNOLL SHORES**

Recreational boating is fun and enjoyable, and we are fortunate that we have wonderful waterways, rivers, Bogue Sound, and the Atlantic Ocean to accommodate the wide variety of pleasure boating activities on the Crystal Coast. Before leaving shore, boaters can reduce their risks by taking a boating safety course, requesting a vessel safety check, and filing a float plan with family members or friends. Boaters should make sure they understand the marine forecast and take note of any significant weather. To prevent accidents, injury, and death, operators and passengers should always wear life jackets and never consume alcohol or drugs.

Knowledge and skills are important in reducing human error and improving judgment. Boating safety education courses are available through the United States Power Squadrons, the local U.S. Coast Guard Auxiliary and Fort Macon Sail and Power Squadron, America's Boating Club on the Crystal Coast. That is why we must continue to spread the messages of boating education not only during National Safe Boating Week but also throughout the entire year.

Whereas, on average, 700 people die each year in boating-related accidents in the U.S.; approximately 70% of these are fatalities caused by drowning; and

Whereas, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment, or environmental factors.

Now, Therefore Be It Proclaimed that I, Ken Jones and the Board of Commissioners, do hereby support the goals of the North American Safe Boating Campaign and proclaim May 18-24, 2019, as National Safe Boating Week and the start of the year-round effort to promote safe boating in waters around Pine Knoll Shores.

Kendall W. Jones, Mayor

Attest:

Sarah G. Williams, Town Clerk

Memorandum – Agenda Item VII.

**To: Mayor
Commissioners
Town Manager**

From: Sarah Williams

Date: May 8, 2019

RE: Consent Agenda.

Relationship to Strategic Plan:

Varies by Item...

Summary

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

1. Minutes from March 27, 2019
2. Minutes from April 10, 2019
3. Minutes from April 24, 2019
4. Board re-appointments
5. Surplus Property. 2004 Ambulance. This truck is due to come out of service.
6. Tax Discoveries and Releases

Attachments:

- a. Minutes from March 27, 2019
- b. Minutes from April 10, 2019
- c. Minutes from April 24, 2019
- d. Board re-appointments
- e. Surplus Property 2004 Ambulance. This truck is due to come out of service.
- f. Tax Discoveries and Releases

Requested action:

Approve the consent agenda

Town of Pine Knoll Shores Board of Commissioners
2nd Regular Monthly Meeting
March 27, 2019
6:00 PM

Call to Order and Pledge of Allegiance

Mayor Jones called the March 27, 2019 Second Regular Monthly Meeting of the Pine Knoll Shores Board of Commissioners to order at 6 PM and led the Pledge of Allegiance. Also present for the meeting were Commissioners Clark Edwards, Alicia Durham, Larry Corsello, Bill Knecht and Ted Goetzinger; Town Manager Brian Kramer; Assistant Town Manger/ Finance Officer Julie Anderson ; Public Services Director Sonny Cunningham; Fire Chief Jason Baker; Police Chief Ryan Thompson; Finance Technician Erica Reed, and Town Clerk Sarah Williams.

Approval of the Agenda

The agenda was approved unanimously on a motion by Commissioner Goetzinger with a second by Commissioner Knecht.

Disclosures/Conflicts of Interest

There were no disclosures or conflicts of interest.

Announcements

Mayor Jones announced that the next Board meeting would be on April 10, 2019.

Public Comment

There was no public comment.

Unfinished Business

FY 2019-20 Budget

Town Manager Kramer let the Board know that this meeting was for the general fund and that he was recommending a budget total of \$4,000,000. He noted that he was recommending that there be an increase to the ad valorem tax rate of 1.3 cents and a \$13 increase to the solid waste fee.

There was discussion about the tax increase and the town's tax rate was compared to other cities. The Board asked Town Manager Kramer to look at other ways of balancing the budget without raising taxes.

The FY 2019-20 Budget was reviewed and there was general discussion. The proposed budget is incorporated herein by reference and attached to these minutes.

Commissioner Edwards asked for consideration of adding a line for the Year of the Tree if it was going to be a continual program.

Public Comment

There was no public comment.

Adjournment

The Board Adjourned at 8:37 PM on a motion by Commissioner Knecht with a second by Commissioner Durham that passed unanimously.

TOWN OF PINE KNOLL SHORES
BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
April 10, 2019— 6:00 p.m.

Call to Order and Pledge of Allegiance

Mayor Jones called the April 10, 2019 Regular Monthly Meeting of the Pine Knoll Shores Board of Commissioners to order at 6 PM and led the Pledge of Allegiance. Also present for the meeting were Commissioners Clark Edwards, Alicia Durham, Larry Corsello, Bill Knecht and Ted Goetzinger; Town Attorney Melissa Berryman; Town Manager Brian Kramer; Assistant Town Manger/ Finance Officer Julie Anderson ; Public Services Director Sonny Cunningham; Fire Chief Jason Baker; Police Chief Ryan Thompson; Finance Technician Erica Reed, and Town Clerk Sarah Williams.

Mayor Jones welcomed everyone and led the Pledge of Allegiance.

Approval of the Agenda

The Agenda was approved unanimously, with changes, on a motion by Commissioner Goetzinger with a second by Commissioner Knecht. A closed session to consult with council was added after "X. Public Comment #2."

Disclosures and Conflicts of Interest

There were no disclosures or conflicts of interest.

Announcements

Mayor Jones announced that the next Board Meeting would be April 24, 2019.

Public Comment

Ansley Jones, 173 Loblolly, would like chickens to be allowed in town-limits.

Consent Agenda

- a. Minutes from March 13, 2019
- b. Tax Discoveries and Releases

Upon a motion by Commissioner Edwards, seconded by, Commissioner Corsello the Board unanimously approved the Consent Agenda.

Town Manager's Report

Town Manager Kramer briefed the Board from a PowerPoint presentation. The slides are included herein by reference and attached to these minutes. When briefing on the Trinity Center Emergency Access, Town Manager Kramer said he would be asking the Board fo their support and that easements would need to be acquired. There was general discussion on the Town Manager's Report.

Staff Reports

Town staff breifed the Board from a PowerPoint presentation. The slides are included herein by reference and attached to these minutes. There was discussion about oceanfront vegetation and if a mass email should be sent out explaining the oceanfront vegetation and pruning ordinances. Code enforcement and signs in the rights-of-way were discussed as well.

Unfinished Business

FY19-20 General Fund Budget Discussion

Town Manager Kramer reviewed the revised general fund that came out of the Finance Committee meeting on April 8, 2019. The handout is included herein by reference and attached to these minutes.

2019 Annual Agenda and Commissioner Reports

Mayor Jones reported that "Dinner with the Mayor" would be April 12 at the Country Club of the Crystal Coast.

New Business

Budget Amendment

Assistant Town Manager Anderson reviewed her memo with the board. An excerpt is included below. The budget amendment passed unanimously on a motion by Commissioner Corsello with a second by Commissioner Goetzinger.

This budget amendment is necessary to properly account for the following items in the Beach Expense Reserve Fund:

OTHER REVENUES:

Insurance Claim Revenue (\$14,000) – Insurance claim revenue for the beach access repairs related to Hurricane Florence.

- *County/State Contributions to Beach Project (\$213,000) – Account for the additional County & State contributions to engineering services on the beach project.*

APPROPRIATED FUND BALANCE:

- *Appropriated Fund Balance (\$31,000) – Appropriate additional fund balance for the PKS share of the remaining Moffat & Nichol engineering services for the beach project.*

OPERATING EXPENSES:

- *Beach Maintenance (\$14,000) – Beach access repairs related to Hurricane Florence.*

CAPITAL OUTLAY:

- *Capital Outlay (\$244,000) – Budget for the balance of the remaining Moffat & Nichol engineering services for the beach project.*

Agenda Items for Next Meeting

There were no agenda items for the next meeting.

Public Comment #2

There was no public comment.

Closed Session in accordance with NCGS 143-318.11(a) (3)

Recess and Return into Closed Session

The Board went into recess at 7:10 PM and returned into Session at 7:15 PM. The Board went into Closed Session at 7:16 PM in accordance with NCGS 143-318.11(a) (3) to discuss with council on a motion by Commissioner Edwards with a second by Commissioner Durham that passed unanimously.

The Board came out of Closed Session at 7:28 PM on a motion by Commissioner Edwards with a second by Commissioner Goetzinger that passed unanimously.

Adjournment

The Board Adjourned on a motion by Commissioner Goetzinger with a second by Commissioner Knecht that passed unanimously at 7:30 p.m.

Ken Jones, Mayor

Sarah G. Williams, Town Clerk

Town of Pine Knoll Shores Board of Commissioners
2nd Regular Monthly Meeting
April 24, 2019
6:00 PM

Call to Order and Pledge of Allegiance

Mayor Jones called the April 24, 2019 Second Regular Monthly Meeting of the Pine Knoll Shores Board of Commissioners to order at 6 PM and led the Pledge of Allegiance. Also present for the meeting were Commissioners Clark Edwards, Alicia Durham, Larry Corsello, Bill Knecht and Ted Goetzinger; Town Manager Brian Kramer; Assistant Town Manager/ Finance Officer Julie Anderson ; Public Services Director Sonny Cunningham; Public Works Employee Travis Adkins; Finance Technician Erica Reed, and Town Clerk Sarah Williams.

Approval of the Agenda

The agenda was approved unanimously on a motion by Commissioner Corsello with a second by Commissioner Goetzinger.

Disclosures/Conflicts of Interest

There were no disclosures or conflicts of interest.

Announcements

Mayor Jones announced that the next Board meeting would be on May 8, 2019; the Kayak 5K Beach Run would be on May 25 at 8 a.m.; the Kayak Auction would be on May 30 at 6 p.m.—at the Pine Knoll Shores Aquarium; and the Kayak Race would be June 1 at 10 a.m.

Public Comment

There was no public comment.

Unfinished Business

FY 2019-20 Budget Water Fund, Beach Funds, etc.

Town Manager Kramer reviewed the proposed budget for the water enterprise fund. One of the items discussed installing new water hydrants. There was discussion over the brand chosen and PWD Director Cunningham said he had researched and chosen Mueller because they were designed the best.

The Beach Fund was reviewed.

The FY 2019-20 Budget Water Fund, Beach Funds, etc. is incorporated herein by reference and attached to these minutes.

Public Comment

There was no public comment.

Adjournment

The Board Adjourned at 7:09 PM on a motion by Commissioner Corsello with a second by Commissioner Knecht that passed unanimously.

Memorandum – Agenda Item VII.d.

**To: Mayor
Commissioners
Town Manager**

From: Sarah Williams

Date: May 8, 2019

RE: Volunteer Board Reappointments

Relationship to Strategic Plan

This item relates directly to the Strategic Plan because there is an action item under Sense of Community that we will strive for 95% fill on volunteer boards.

Background

The following committee members are up for reappointment:

Bob Holman (Strategic Plan)

Action Requested

Reappoint members to their respective Boards listed above.

Memorandum – Agenda Items VII.e.



A Resolution Authorizing the Disposal of Certain Surplus Property

WHEREAS, the Board of Commissioners for the Town of Pine Knoll Shores desires to dispose of certain surplus property of the Town; and

WHEREAS, NCGS 160A-266 authorizes a city to sell personal property via private negotiation and sale and public auction and to discard property that has no value; and

WHEREAS, NCGS 160A-267 and 270 outline the procedures for disposing of personal property via private negotiation and sale and public auction, including electronic auction, respectively; and

WHEREAS, inoperable equipment may be deemed to have no value;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that:

- The following described property is hereby declared to be surplus to the needs of the Town:
1. 2004 Ambulance

BE IT FURTHER RESOLVED by the Board of Commissioners that the items will be disposed of in the following fashion:

The 2004 Ambulance will be offered for sale on GovDeals and sold to the highest bidder. The Town will set a reserve and in the event the vehicle fails to meet the reserve, the Board authorizes the negotiated private sale of this item under the direction of the Town Manager.

BE IT FURTHER RESOLVED by the Board of Commissioners that the 2004 Ambulance will have notice advertising its sale published as directed by NCGS 160A-267 and 270.

Adopted this 8^h day of May, 2019.

Kendall W. Jones, Mayor

Attest:

Sarah G. Williams, Town Clerk

(11)



The Town of Pine Knoll Shores

May 1, 2019

Pine Knoll Shores Tax Report

To: Brian Kramer, Town Manager
Julie A. Anderson, Director of Finance & Administration

From: Erica Reed, Tax Collector

ALL DISCOVERIES, RELEASES & ADJUSTMENTS OF REAL AND PERSONAL
PROPERTY ARE AUTHORIZED BY THE CARTERET COUNTY TAX OFFICE.

Total valuation as of March	898,705,594
Total valuation as of April	898,685,439

**RELEASE NON OCEAN
PERSONAL PROPERTY**

<u>BILL #</u>	<u>VALUATION</u>	<u>TAX DOLLARS</u>
DUNN, LACY ODELL 2510	9,305 \$	19.82
CROWE, RICHARD 2432	10,850 \$	23.11

**RELEASE NON OCEAN
PERSONAL PROPERTY**

<u>BILL #</u>	<u>VALUATION</u>	<u>TAX DOLLARS</u>	<u>TAX YEAR</u>
DUNN, LACY ODELL 2659	9,305 \$	19.82	2017



TOWN OF PINE KNOLL SHORES

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2019

Reporting Period: APRIL 1-30, 2019

OUR CASH RESERVES

CASH & INVESTMENTS BY FUND

Balances as of month end, in whole dollars

GENERAL FUND	Apr 2018	Apr 2019
Operating	\$ 1,680,068	\$ 1,985,355
Powell Bill	\$ 131,195	\$ 127,495
Designated Reserves	\$ 851,942	\$ 612,703
Zoning & Petty Cash	\$ 23,650	\$ 28,150
TOTAL GENERAL FUND	\$ 2,686,855	\$ 2,753,703
BEACH FUNDS	Apr 2018	Apr 2019
Beach Capital Reserve	\$ 2,484,916	\$ 2,944,926
Beach Expense Reserve	179,878	128,618
TOTAL BEACH FUNDS	\$ 2,664,794	\$ 3,073,544
OTHER FUNDS	Apr 2018	Apr 2019
Water Enterprise	\$ 831,023	\$ 928,052
Police Separation	2,316	1,115
"Bark Park"	2,104	2,104
Kayak for Warriors	15,314	26,936
TOTAL OTHER FUNDS	\$ 850,757	\$ 958,208
GRAND TOTAL-ALL FUNDS	\$ 6,202,407	\$ 6,785,455

OUR CASH FLOWS

REVENUES & EXPENSES BY FUND

GENERAL FUND	Prior FYTD %	Current FYTD %
Fiscal Year Budget	\$ 3,553,000	\$ 5,090,000
Revenues Fiscal Year to Date	\$ 4,421,122	\$ 84.85%
Expenses Fiscal Year to Date	\$ 4,270,381	\$ 74.54%
BEACH CAPITAL RESERVE FUND	\$ 411,000	\$ 425,000
Revenues Fiscal Year to Date	\$ 356,958	\$ 81.63%
Expenses Fiscal Year to Date	\$ -	\$ 0.00%
BEACH EXPENSE RESERVE FUND	\$ 145,000	\$ 577,000
Revenues Fiscal Year to Date	\$ 235,724	\$ 61.07%
Expenses Fiscal Year to Date	\$ 243,058	\$ 20.97%
WATER ENTERPRISE FUND	\$ 800,000	\$ 915,000
Revenues Fiscal Year to Date	\$ 559,581	\$ 74.25%
Expenses Fiscal Year to Date	\$ 447,813	\$ 50.76%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE

Comparison of FY %

	Prior FY %	Current FY %
AD VALOREM PROPERTY TAX	\$ 1,740,000	\$ 1,750,000
Fiscal Year Budget	\$ 6,428	0.05%
Revenues this Month	\$ 1,763,750	101.20%
Revenues FYTD	\$ 314,000	100.79%
BEACH PROPERTY TAX	\$ 314,000	\$ 314,000
Fiscal Year Budget	\$ 964	0.31%
Revenues this Month	\$ 317,361	100.90%
Revenues FYTD	\$ 660,000	101.07%
SALES & USE TAX	\$ 660,000	\$ 710,000
Fiscal Year Budget	\$ 53,796	7.77%
Revenues this Month	\$ 461,486	62.61%
Revenues FYTD	\$ 117,000	65.00%
BEACH EXPENSE RESERVE FUND	\$ 117,000	\$ 123,000
Fiscal Year Budget	\$ 9,493	7.73%
Revenues this Month	\$ 81,536	62.32%
Revenues FYTD	\$ 48,000	66.29%
BUILDING PERMIT FEES	\$ 48,000	\$ 55,000
Fiscal Year Budget	\$ 7,206	13.10%
Revenues this Month	\$ 44,900	28.80%
Revenues FYTD	\$ 42,000	149.43%
AMBULANCE TRANSPORT FEES	\$ 42,000	\$ 50,000
Fiscal Year Budget	\$ 3,062	12.28%
Revenues this Month	\$ 55,453	114.27%
Revenues FYTD	\$ 724,600	110.91%
WATER ENTERPRISE FUND CUSTOMER-BASED REVENUES	\$ 724,600	\$ 815,000
Fiscal Year Budget	\$ 51,829	6.46%
Prior Month	\$ 507,425	68.65%
FYTD (as of prior month)		62.25%

OUR PROPERTY VALUES...

PROPERTY	VALUATION	TAX RATE	TAX LEVY	% COLLECTED
Oceanfront Property	\$ 399,427,312	Beach	0.06	\$ 239,656
Non-Oceanfront Property	\$ 499,258,127	Tax	0.016	\$ 79,881
Total Town	\$ 898,685,439		0.197	\$ 1,770,410

EXPENDITURES AT A GLANCE

GENERAL FUND DEPARTMENTS	Comparison of Expenses		FYTD ESTIMATED	FYTD ACTUAL
	This Month's Expenses ESTIMATED	ACTUAL		
Fiscal Year 2018 Budget	\$ 123,000	\$ 7,364	\$ 105,922	\$ 87,406
Government Body	446,000	28,271	28,125	364,376
Administration	787,000	51,277	45,698	654,019
Police	105,000	7,459	8,127	89,107
Emergency Management	1,306,000	77,651	76,366	1,140,403
Fire & EMS	185,500	14,147	13,543	157,276
Inspections	322,000	35,278	33,354	145,499
Public Property/Buildings	118,500	9,545	9,545	283,919
Transportation	1,469,000	48,823	30,926	1,316,647
Environmental Protection	228,000	-	-	184,000
Debt Service	\$ 5,090,000	\$ 279,815	\$ 246,193	\$ 4,344,273
Fiscal Year 2018 Budget	\$ 375,500	\$ 25,660	\$ 303,338	\$ 283,405
WATER ENTERPRISE FUND	\$ 61,500	\$ 4,875	\$ 31,430	\$ 43,116
Water Administration	293,000	-	-	100,000
Maintenance	131,500	-	-	10,000
Debt Service	53,500	-	-	-
Capital Outlay & Assets Under Threshold	-	-	-	-
Contingency & Emergency Maintenance	-	-	-	-
Fiscal Year 2018 Budget	\$ 915,000	\$ 30,535	\$ 67,876	\$ 445,088
Fiscal Year 2018 Budget	\$ 915,000	\$ 30,535	\$ 67,876	\$ 447,813

13

April 2019 Training Report
Pine Knoll Shores Police Department

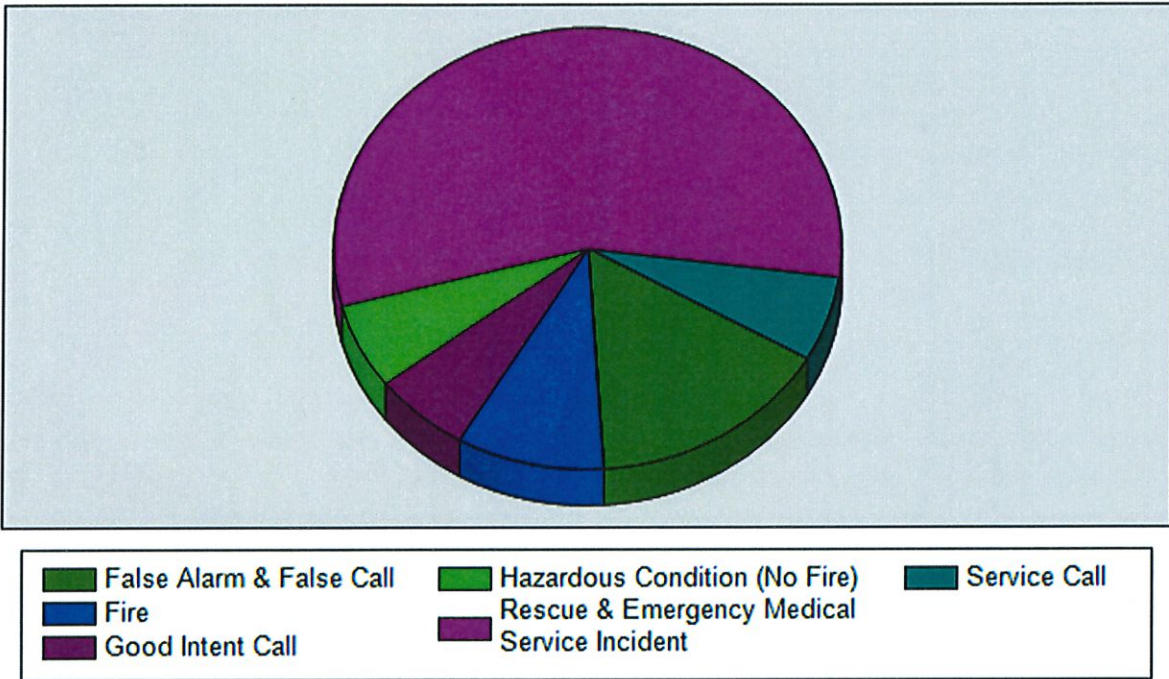
Type of Training	Hours	Institution	Officer Attending	Date
Community Oriented Policing	24	NC Justice Academy	Officer Weathers	4/1 - 4/3/2019
Opioid Awareness and Response	2	NC Justice Academy	Officer Tellefsen	4/13/2019
Precision Driver Training	16	NC Justice Academy	Officer Weathers	4/17 - 4/18/2019
Foot Pursuits	1	Pine Knoll Shores Police Department	Officer Reed	4/17/2019
Foot Pursuits	1	Pine Knoll Shores Police Department	Officer O'Connor	4/17/2019
Foot Pursuits	1	Pine Knoll Shores Police Department	Officer Asby	4/17/2019
Foot Pursuits	1	Pine Knoll Shores Police Department	Sgt. Bishop	4/17/2019
Foot Pursuits	1	Pine Knoll Shores Police Department	Chief Thompson	4/17/2019
CJ Leads Training	4	NC Information Technology	Officer Miller	4/18/2019
Vehicle Searches	0.5	Pine Knoll Shores Police Department	Officer Reed	4/18/2019
Vehicle Searches	0.5	Pine Knoll Shores Police Department	Officer O'Connor	4/18/2019
Vehicle Searches	0.5	Pine Knoll Shores Police Department	Sgt. Bishop	4/18/2019
Foot Pursuits	0.5	Pine Knoll Shores Police Department	Officer II Montanino	4/19/2019
Foot Pursuits	0.5	Pine Knoll Shores Police Department	Officer Weathers	4/19/2019
Best Practices for Officers During Community Dissent	2	NC Justice Academy	Officer Tellefsen	4/20/2019
Individual Wellness: Coping with Stress and PTSD	2	NC Justice Academy	Officer Tellefsen	4/20/2019
Officer Response to Emergency Calls	0.5	Pine Knoll Shores Police Department	Officer Weathers	4/21/2019
Officer Response to Emergency Calls	0.5	Pine Knoll Shores Police Department	Officer II Montanino	4/21/2019
DRE Evaluations	16	NC DHHS	Sgt. Seiter	4/25 - 4/26/2019
Standardized Field Sobriety Testing	16	Carteret Community College	Officer Reed	4/29 - 4/30/2019
Standardized Field Sobriety Testing	16	Carteret Community College	Officer Miller	4/29 - 4/30/2019
Legal Update	4	NC Justice Academy	Officer Tellefsen	4/30/2019
Total	111			

PKS END OF MONTH REPORT APRIL 2019

Training hours for the month of April 2019:

The training hours for the month of April 2019 were not available at the time of this report -

Calls for service April 2019:



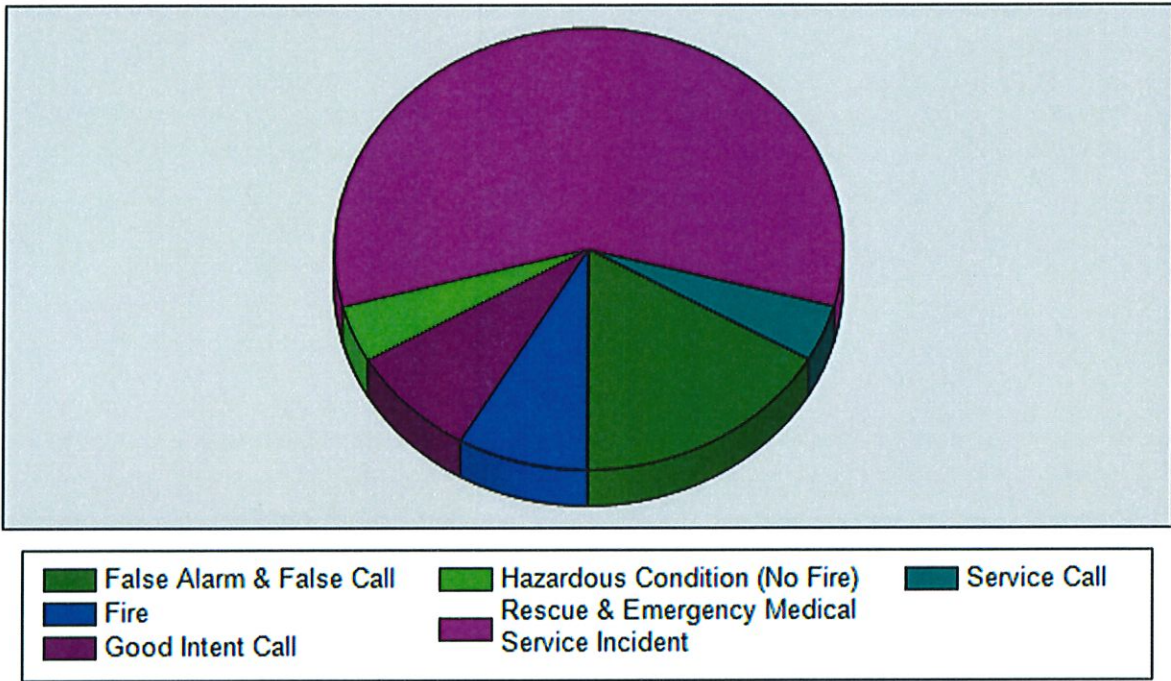
INCIDENT TYPE	APR	TOTAL
False Alarm & False Call	5	5
Fire	3	3
Good Intent Call	2	2
Hazardous Condition (No Fire)	2	2
Rescue & Emergency Medical Service Incident	18	18
Service Call	2	2
Total	32	32

PKS END OF MONTH REPORT APRIL 2018

Training hours for the month of April 2018:

There were 404 training hours for the month of April 2018

Calls for service April 2018:



False Alarm & False Call	4	4
Fire	2	2
Good Intent Call	2	2
Hazardous Condition (No Fire)	1	1
Rescue & Emergency Medical	14	14
Service Call	1	1
Total	24	24



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

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

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

Signature: _____ Date: _____

Permit Summary Report (Total Fees Paid)

04/01/2019 TO 04/30/2019

	Total
Building	
Count	20
Total Fees	\$4,620.50
Total Project Cost	1,034,800
Electrical	
Count	5
Total Fees	\$375.00
Total Project Cost	6,300
Fire Inspection	
Count	0
Total Fees	\$0.00
Total Project Cost	0
Major Landscape	
Count	0
Total Fees	\$0.00
Total Project Cost	0
Mechanical	
Count	11
Total Fees	\$900.00
Total Project Cost	71,820
Minor Landscape	
Count	2
Total Fees	\$0.00
Total Project Cost	500
Plumbing	
Count	1
Total Fees	\$75.00
Total Project Cost	6,500
Sign	
Count	0
Total Fees	\$0.00
Total Project Cost	0
Tree Removal	
Count	13
Total Fees	\$0.00
Total Project Cost	0
Total Count	52
Total Fees	\$5,970.50
Total Project Cost	1,119,920

Print

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Memorandum – Agenda Items IX. a.

**To: Mayor
Commissioners
Town Manager**

From: Sarah Williams

Date: May 8, 2019

RE: Commissioner Assignments and 2019 Annual Agenda

Relationship to Strategic Plan

The 2019 Annual Agenda consists of items selected by the Mayor and Commissioners for action this year and has annually recurring actions.

Summary

This is the monthly opportunity for the Mayor and Commissioners to report on their annual agenda items.

Attachment:

2019 Annual Agenda and Commissioner Assignments

Action Needed:

Review/report/update

2019 Annual Agenda

<u>Topic</u>	<u>Party Responsible</u>
BOC Guidance to Planning Bd	Planning Committee (Durham, Goetzinger)
BOC Guidance to Strat Pl Cmt	Knecht/ Goetzinger [Strat Plan Cmt Advocates]
Town Acquisition of Property	Planning Committee (Durham, Goetzinger)
Public Education of Ordinances	Public Safety (Goetzinger, Knecht)
ROW Stormwater (E. end project)	Public Works Committee (Knecht, Edwards)
Broadband	Mayor Jones, Durham
Creation of 5 Year Financial Plan	Finance Committee (Corsello, Edwards)

<u>Mayor and Commissioners'</u>	<u>Committees</u>	<u>Advocacy</u>
Jones	Ex officio all	
Durham	Planning, Administration	PARC, Shoreline
Corsello	Budget/Finance, Administration	BOA
Edwards	Budget/Finance, Pub Works	History, Planning Board, Age-
Friendly, CERT		
Knecht	Pub Works, Safety/EM	CAC, Police, Strat Pln Cmt
Goetzinger	Planning, Safety/EM	EMS, Fire, Strat Pln Cmt

External Assignments

Beach Commission	Jones/Corsello
ECC	Edwards
County Strategic Plan	Knecht
CCMA	Jones

<u>2019 Ad Hoc Committees</u>	<u>Members</u>	<u>Status</u>
MLP Process Review	Edwards	Ongoing
Stormwater Sub Cmt	Edwards	Ongoing

<u>Annual Projects</u>	<u>Party Responsible</u>	<u>Status</u>
Update Facilities/Evaluate	Public Works	Damage from Florence, ongoing

Updated May 8, 2019

MEMORANDUM – AGENDA ITEM.

X, a.

**To: Mayor
Commissioners
Town Manager**

From: Julie Anderson, Assistant Town Manager/Finance Director

Date: May 1, 2019

Subject: FY18-19 Budget Amendment

Background:

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

Due to the Hurricane and related expenses that continue to plague our budget, another amendment may be needed in June for additional adjustments to revenues or expenses based on actual receipts and disbursements. This amendment at least represents what I have been able to identify at this time.

Highlights include:

- Planting of trees expense for Year of the Tree
- Arbor Day Revenue \$ for Year of the Tree
- Adjustments to gasoline & operational supplies lines
- Ambulance Collection Fee revenue estimate increase
- Capital Outlay for HVAC unit at the PSB
- Replacement of the damaged radio repeater due to the Hurricane
- Investment Earnings revenue estimate increase
- Current Year Ad Valorem Tax revenue estimate increase
- Building Maintenance expense increases due to the Hurricane

Attachments:

- 1) Budget Amendment #6

Recommended Action:

- 1) Vote to adopt Budget Amendment #6

**TOWN OF PINE KNOLL SHORES
BUDGET AMENDMENT #6
MAY 8, 2019**

Be it ordained by the Board of Commissioners of the Town of Pine Knoll Shores, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019:

GENERAL FUND

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

REVENUES	<u>INCREASE</u>	<u>DECREASE</u>
Ad Valorem Property Taxes (including auto & interest)	\$ 16,000	
Other Taxes & Licenses		
Unrestricted Intergovernmental		
Restricted Intergovernmental	20,000	
Permits & Fees	8,000	
Investment Earnings	11,000	
Transfers/Appropriated Fund Balance		
Other Revenues		
TOTAL:	<u><u>\$ 55,000</u></u>	<u><u>\$ -</u></u>

This will result in a net increase of \$55,000 in the Revenues of the General Fund. To provide the appropriation offsets for these amended revenues, the General Fund appropriation estimates are to be changed as follows:

EXPENDITURES	<u>INCREASE</u>	<u>DECREASE</u>
GENERAL GOVERNMENT		
Governing Body Administration		
PUBLIC SAFETY		
Police	\$ 1,500	
Emergency Management		
Fire/Emergency Medical Services	5,500	
Planning & Inspections		
PUBLIC WORKS		
Public Property & Buildings	27,000	
Transportation		
Environmental Protection	21,000	
TOTAL:	<u><u>\$ 55,000</u></u>	<u><u>\$ -</u></u>

SECTION 2. Copies of this Budget Amendment shall be furnished by the Clerk of the Board of Commissioners to the Town Manager/Budget Officer, the Finance Officer, and the Tax Collector for direction in carrying out their duties.

Adopted this 8th day of May, 2019 by a vote of ____ ayes, ___ nays, _____ absent.

Brian J. Kramer, Budget Officer

Ken Jones, Mayor

Memorandum – Agenda Items X.b.

**To: Mayor
Commissioners
Town Manager**

From: Sarah Williams

Date: May 8, 2019

RE: Agenda Items for Next Meeting

Relationship to Strategic Plan:

Dependent upon agenda items

Background

This is a standing agenda item to discuss items for the next agenda.

Attachment

None

Action Requested:

Discuss agenda items for next meeting.