



Workshop Meeting of the Town of Carolina Shores
Board of Commissioners
March 2, 2020 10:00am

Call to Order

I. Administrative Reports

1. Administrative Reports

- a. Administration Department: Reminder, March 24, 2020 10am Budget Retreat
- b. Finance Department
- c. Public Works Department
- d. Public Safety Department

2. Committee & Volunteer Group Reports

II. New Business

3. Agenda Items:

- a. Discussion of recycling rate change effective July 1, 2020

III. Public Comment

IV. Mayor and Board of Commissioner Comments

V. Closed Session: None

VI. Adjournment



Regular Meeting of the Town of Carolina Shores
Board of Commissioners
March 5, 2020 2:00pm

Pledge of Allegiance to the Flag and Moment of Silence

Call to Order

- I. Agenda Adjustments
 - 1. Adjustments to the agenda and approval thereof
- II. Public Comment
 - 2. Public Comments – agenda items only
- III. Consent Agenda
 - 3. Consent Agenda Items: None
- IV. Administrative Reports
 - 4. Administrative Reports
- V. Public Hearings: None
- VI. Old Business: None
- VII. New Business: None
- VIII. Public Comment
- IX. Mayor and Board of Commissioners Comments
- X. Closed Session: None

Adjournment

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Agenda Adjustments

Contact: Ms. Joyce Dunn, Mayor

Location: Agenda Adjustments
“Adjustments to the agenda and approval thereof”

Follow-up: None

Requested Action: Board Action: Approve/Disapprove

Budgetary Impact: None

Narrative:

This item presents for the Board’s consideration adjustments to the agenda from the time the time the agenda was created to allow for flexibility in deliberations of the Board.

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Public Comment

Contact: Ms. Joyce Dunn, Mayor

Location: Public Comment
“Public Comment”

Follow-up: None

Requested Action: Allow time for public comment.

Budgetary Impact: None

Narrative:

This item presents for the Board’s consideration those citizens that have comments pursuant to GS 160-81.1.

§ 160A-81.1. Public comment period during regular meetings.

The council shall provide at least one period for public comment per month at a regular meeting of the council. The council may adopt reasonable rules governing the conduct of the public comment period, including, but not limited to, rules (i) fixing the maximum time allotted to each speaker, (ii) providing for the designation of spokesmen for groups of persons supporting or opposing the same positions, (iii) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall, and (iv) providing for the maintenance of order and decorum in the conduct of the hearing. The council is not required to provide a public comment period under this section if no regular meeting is held during the month. (2005-170, s. 3.)

Time Limit: 5 minutes

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Consent Agenda

Contact: Ms. Joyce Dunn, Mayor

Location: Consent Agenda
"Consent Agenda"

Follow-up: None

Requested Action: Pass all items with one motion, second, vote.

Budgetary Impact: Possible subject to items.

Narrative:

This item presents for the Board's consideration an expedited, omnibus action item for non-controversial, pro-forma, and routine items.

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Administrative Report

Contact: Mr. Jon Mendenhall, Town Administrator

Location: Administrative Reports
"Administrative Reports"

Follow-up: None

Requested Action: Receive reports on the administration of the Town

Budgetary Impact: None

Narrative:

This item presents for the Board's information various reports on the administration of the Town.

MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Jon M. Mendenhall, Town Administrator
SUBJECT: March Administrative Report
DATE: 2/14/20
ENCL: None
CC: File

This report serves as the report of administrative activities undertaken by the Town in the previous month and summarizes administrative, operational, and project updates for the reporting period.

Administrative

Administrative work is focused on preparing for the budget retreat in March.

As a reminder, the budget retreat is scheduled for 10am on March 24, 2020 in the Board Room. Please provide the Town Clerk with your lunch order as lunch will be provided from Calabash Deli. Should you desire an item to be added to the agenda please let me know no later than March 5, 2020. It is my intent to have draft agendas published by March 6, 2020 for review prior to finalization for March 24, 2020.

Operational

Finance

Hurricane Florence reimbursement work remains on-going. Staff reports approximately \$750,000 in negotiation for drainage system repairs.

Public Works

Maintenance

Maintenance work is on-going in three areas: 1) Ditch Crew – ditching in Village at Calabash 2) Vegetative Crew - Fall/Winter tree trimming (in canals currently); 3) Projects Crew - Greenway work.

Inspections

Inspection volumes are steady.

Planning & Zoning

The UDO changes have been initiated with the Planning consultant.

Public Safety

Code Compliance is working on routine items.

Project

Drainage

No capital projects this fiscal year.

Roadway

Waterview Lane is complete.

Single Family Residence	2
Total Cost of Construction (Stick built – SF)	\$466,252
Multi- Unit Housing	0
Total Cost of Construction (Multi-Unit Housing)	\$0
Modular Home Permits	0
Total Cost of Construction – Modular	\$0
Manufactured Home Permits	1
Total Cost of Construction – Manufactured Homes	\$76,422
Commercial/Industrial Building Permits	1
Total Cost of Construction Commercial/Industrial Building	\$251,512
TOTAL BUILDING PERMIT CONSTRUCTION VALUATION	\$794,186
Other Building Permits (i.e. Addition, fence, deck, garage, shed, sunroom, mail station, concrete/asphalt paving, roof over deck, windows) construction valuation	\$2,025
Building Permits	7
Demolition	0
Floodplain Permits	22
Electrical Permits	3
Driveway Permits	4
Mechanical Permits/Gas Permits	16
Zoning Permits	9
Plumbing Permits	2
Sign Commercial	0
Inspections Completed	207
Certificate of Occupancy Certificates	2
TOTAL CERTIFICATE OF OCCUPANCY (CONSTRUCTION VALUATION)	\$365,010
PERMIT FEE REVENUE	\$20,114.76
YEAR TO DATE PERMIT REVENUE	\$183,042.28

Cc: Town Administrator – FINAL REPORT January 2020
Judy – Brunswick Co. Inspection Dept. 253-2024

BUILDING INSPECTIONS DIVISION
MONTHLY ACTIVITY REPORT
January 2020

This report covers the period of January 1-31, 2020. The month of January was moderately busy with permitting and inspections.

BUILDING PERMITS & CERTIFICATES OF OCCUPANCY ISSUED

2 permits for new single family homes have been approved (construction value \$466,252). 1 permit for a new manufactured home was approved (construction value \$76,422). 1 permit for a new commercial building was also approved (construction value \$251,512).

In addition, there are 7 building permits for repair/remodel underway.

2 certificates of occupancy were issued in January 2020 (construction value \$365,010)

There are 35 valid new home permits open now where the homes are in various stages of construction.

OTHER PERMITS ISSUED

Mechanical: 16
Electrical: 3
Plumbing: 2
Zoning: 9
Floodplain: 22
Driveway: 4
Demolition: 0

INSPECTIONS

207 building inspections have been completed.

TREE PERMITS

Permits: 4
Trees: 15
Clearing: 0
Approved: 15
Denied: 0
Replacement: 0

OTHER ACTIVITIES

Approximately \$20,114.76 in permit fees was collected in January 2020. YTD collected \$183,042.28.

All monthly reports to federal, state, and county have been completed in addition to weekly and monthly reports to construction statisticians.

Building inspections staff issued 64 recycle center stickers. The number of stickers issued per development is as follows: Beacon Townes-2, Carolina Shores-37, Calabash Lakes-11, Farm at Brunswick-10, Lighthouse Cove-0, and Village at Calabash-4.

**TOWN OF CAROLINA SHORES
FINANCE REPORT
1-31-2020**

GENERAL FUND

BUDGET SUMMARY

	2019-2020 REVISED ADOPTED	ACTUAL AS OF 1-31-2020	PERCENT
EXPENDITURES			
OPERATING	2,157,500	1,275,403	
CAPITAL	231,500	242,854	
TOTAL...	2,389,000	1,518,257	64%

REVENUES			
PROPERTY & MV TAX	517,000	502,046	
SALES TAX	970,000	687,524	
UTILITY FRANCHISE	138,500	84,173	
MISC. (Bldg.Permits, Beer/Wine, Interest)	548,500	275,246	
Hurricane Reibursement	0	133,946	
Approp. Funds	100,000	0	
Powell Bill Funds	115,000	113,396	
TOTAL...	2,389,000	1,796,331	75%

CHECKING ACCOUNT

Beginning Balance- 1/1/20	\$ 478,863.58
Ending Balance - 12/31/19	\$ 651,417.77

GL Balance Sheet
 Period Ending 1/31/2020

Town of Carolina Shores

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10	GERNERAL FUND	
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Asset

10-0101-000	South State - Checking	\$651,417.77
10-0101-015	CAPITAL TRUST FUND	\$920,762.19
10-0101-020	SOUTH STATE - CD	\$249,886.99
10-0101-021	FIRST NATIONAL- CD	\$206,715.57
10-0110-000	TAXES RECEIVABLE	\$9,418.51
10-0110-010	MV TAXES REC.	\$1,467.90

10	GERNERAL FUND	Asset Total	\$2,039,668.93
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Liability

10-0201-000	ACCOUNTS PAYABLE	-\$97.09
10-0201-010	ASSESMENT PAYABLE	-\$0.71
10-0210-001	State Tax 4.75%	-\$38,094.33
10-0210-010	County Tax 2.00%	-\$18,167.41
10-0223-000	STATE W/H PAYABLE	-\$2.00
10-0224-000	RETIREMENT PAYABLE	\$454.95
10-0224-001	401K	\$5,467.99
10-0225-000	ACCRUED PAYROLL	\$6,562.23
10-0225-001	MEDICAL INS. PAYABLE	-\$340.43
10-0226-000	457 PLAN	\$745.98
10-0230-002	HOMEOWNERS FUND RECOVERY	\$2,196.00
10-0230-005	BUILDERS BOND	\$49,280.00
10-0280-000	DEFERRED REV TAXES	\$15,776.43
10-0299-000	FUND BALANCE	\$1,737,813.41
	Current Fund Balance Adjustment	\$278,073.91

10	GERNERAL FUND	Liability Total	\$2,039,668.93
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Budget vs Actual

Town of Carolina Shores

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Period Ending 1/31/2020

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
10-0000-000 "GENERAL FUND"	0	0.00	0.00	0.00	
10-0300-000 GENERAL FUND	0	0.00	0.00	0.00	
REVENUES					
10-3100-101 TAXES-2019	467,000	124,404.09	500,886.90	33,886.90	107%
10-3100-102 TAXES, 2018	0	0.00	1,158.86	1,158.86	
10-3100-103 PIOR YEARS PROP TAX	0	0.00	0.00	0.00	
10-3113-144 TAXES, 2017	0	0.00	0.00	0.00	
10-3193-180 TAX INTEREST	0	14.12	52.89	52.89	
10-3194-120 MV TAXES	50,000	9,277.71	36,035.56	(13,964.44)	72%
10-3230-351 LOCAL OPTION SALES TAX	970,000	94,516.28	687,523.89	(282,476.11)	71%
10-3230-360 HOLD HARMLESS DISTRIBUTIONS	0	0.00	0.00	0.00	
10-3250-110 Solid Waste Disposal Tax	2,000	0.00	1,413.67	(586.33)	71%
10-3260-110 Business Registration	2,500	50.00	3,000.00	500.00	120%
10-3316-000 Powell Bill Revenue	115,000	0.00	113,396.05	(1,603.95)	99%
10-3321-000 Sales & Use Tax Refund	8,000	0.00	25,462.75	17,462.75	318%
10-3322-350 BEER/WINE EXCISE TAX	15,000	0.00	0.00	(15,000.00)	
10-3324-310 UTILITY FRANCHISE	138,500	0.00	84,173.84	(54,326.16)	61%
10-3325-310 TELECOMMUNICATIONS TAX	0	0.00	0.00	0.00	
10-3326-315 SALES OF SERVICE(FastTrack)	45,000	4,100.00	4,100.00	(40,900.00)	9%
10-3343-410 BUILDING PERMITS	375,000	31,059.40	161,091.28	(213,908.72)	43%
10-3343-415 ZONING PERMITS	30,000	1,200.00	8,100.00	(21,900.00)	27%
10-3343-430 CERTIFICATE OF OCCUPANCY	9,000	400.00	3,100.00	(5,900.00)	34%
10-3346-430 APPLICATION FEE/ZONING	5,000	0.00	0.00	(5,000.00)	
10-3831-491 INTEREST GENERAL FUND	45,000	582.79	28,845.59	(16,154.41)	64%
10-3832-630 Hurricane Reimbursement	0	52,423.61	133,945.62	133,945.62	
10-3839-890 MISC. INCOME	12,000	0.00	4,044.03	(7,955.97)	34%
10-3991-990 APPROP. FUNDS	100,000	0.00	0.00	(100,000.00)	
Revenues Totals:	2,389,000	318,028.00	1,796,330.93	(592,669.07)	75%

Budget vs Actual

Town of Carolina Shores
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Period Ending 1/31/2020

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
10-4110-000 GOVERNING BODY	0	0.00	0.00	0.00	
10-4110-126 BOARD/FEES	13,000	0.00	7,850.00	5,150.00	60%
10-4110-181 FICA/MED	800	0.00	600.52	199.48	75%
10-4110-310 TRAVEL	200	178.54	178.54	21.46	89%
10-4110-499 MISC.	500	0.00	640.00	(140.00)	128%
10-4110-500 PAY ADJUSTMENTS	0	0.00	0.00	0.00	
GOVERNING BODY Totals:	14,500	178.54	9,269.06	5,230.94	64%
10-4120-000 ADMINISTRATION	0	0.00	0.00	0.00	
10-4120-121 SALARIES F/T	248,000	18,888.80	155,759.22	92,240.78	63%
10-4120-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4120-180 FRINGE BENEFITS	0	0.00	0.00	0.00	
10-4120-181 FICA/MED	19,800	1,445.00	11,915.63	7,884.37	60%
10-4120-182 RETIREMENT	15,500	1,690.56	13,072.38	2,427.62	84%
10-4120-183 GROUP INSURANCE	45,000	3,493.08	26,831.24	18,168.76	60%
10-4120-184 457	0	0.00	0.00	0.00	
10-4120-185 401K	12,900	1,819.70	14,607.13	(1,707.13)	113%
10-4120-190 CONTRACT SERVICE (ADMI)	20,000	280.00	3,145.37	16,854.63	16%
10-4120-191 PROF FEES ACCTG	11,000	0.00	9,500.00	1,500.00	86%
10-4120-192 PROF FEES LEGAL	15,000	0.00	0.00	15,000.00	
10-4120-195 PROF FEE- TOWN CODE	2,000	0.00	0.00	2,000.00	
10-4120-199 PROF FEES Other	10,000	0.00	421.20	9,578.80	4%
10-4120-250 AUTO SUPPLIES	1,000	74.09	381.31	618.69	38%
10-4120-260 OFFICE SUPPLIES	5,000	0.00	1,015.53	3,984.47	20%
10-4120-265 OFFICE FURNITURE	2,000	0.00	0.00	2,000.00	
10-4120-321 TELEPHONE	8,000	663.76	4,655.45	3,344.55	58%
10-4120-325 POSTAGE	1,000	(110.49)	325.61	674.39	33%
10-4120-352 MAIN/REPAIR EQUIPT	1,000	0.00	0.00	1,000.00	
10-4120-353 MAIN/REPAIRS AUTO	1,500	0.00	227.21	1,272.79	15%
10-4120-370 LEGAL ADVERTISING	2,000	0.00	0.00	2,000.00	
10-4120-380 COMPUTER SER/PROGRAMS	5,000	0.00	9,104.80	(4,104.80)	182%
10-4120-395 EMPLOYEE TRAINING	2,500	0.00	1,272.23	1,227.77	51%
10-4120-450 INS/BOND/WC	40,000	0.00	57,669.16	(17,669.16)	144%
10-4120-480 E.S.C. - Unemployment Pymts.	4,000	0.00	708.40	3,291.60	18%
10-4120-491 DUES/SUBS	8,000	0.00	7,914.46	85.54	99%
10-4120-499 MISC	2,000	0.00	5,148.62	(3,148.62)	257%
ADMINISTRATION Totals:	482,200	28,244.50	323,674.95	158,525.05	67%
10-4140-190 TAXES-COLLECTION FEE	4,000	933.04	3,765.35	234.65	94%
10-4140-191 DMV-COLLECTION FEE	500	0.00	0.08	499.92	0%
Totals:	4,500	933.04	3,765.43	734.57	84%

Budget vs Actual

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Period Ending 1/31/2020

10 GERNERAL FUND					
Description	Budget	MTD	YTD	Variance	Percent
10-4170-190 Elections Fee	5,000	0.00	3,388.49	1,611.51	68%
ELECTIONS Totals:	5,000	0.00	3,388.49	1,611.51	68%
10-4190-000 PUBLIC BLDG/BEAUTY	0	0.00	0.00	0.00	
10-4190-126 SALARIES P/T	26,500	1,994.40	18,789.04	7,710.96	71%
10-4190-181 FICA/MED	2,000	152.58	1,437.41	562.59	72%
10-4190-182 RETIREMENT	0	0.00	0.00	0.00	
10-4190-190 CONTRACTED SERVICES	5,000	420.73	2,772.57	2,227.43	55%
10-4190-240 MAINT/REPAIR BLDG	3,500	733.75	5,184.88	(1,684.88)	148%
10-4190-290 DEPT. MATERIALS	2,000	42.11	1,881.68	118.32	94%
10-4190-291 RECREATIONAL/EVENTS	0	0.00	0.00	0.00	
10-4190-331 UTILITIES-TH	15,000	167.80	6,944.00	8,056.00	46%
10-4190-352 REPAIR/MAINT EQUIP	500	0.00	572.49	(72.49)	114%
10-4190-590 CAPITAL OUTLAY-OTHER	0	0.00	0.00	0.00	
PUBLIC BUILD/BEAUTY Totals:	54,500	3,511.37	37,582.07	16,917.93	69%
10-4330-000 PUBLIC SAFETY	0	0.00	0.00	0.00	
10-4330-126 SALARIES P/T	52,500	2,361.79	21,051.60	31,448.40	40%
10-4330-181 FICA/MED	2,000	180.67	1,610.46	389.54	81%
10-4330-190 CONTRACT SERVICES	5,000	1,200.00	12,120.00	(7,120.00)	242%
10-4330-240 CALABASH FIRE DEPT	30,000	0.00	0.00	30,000.00	
10-4330-245 CALABASH EMS	0	0.00	0.00	0.00	
10-4330-250 BRUNSWICK CTY FIRE FEES	500	0.00	890.68	(390.68)	178%
10-4330-255 AUTO SUPPLIES	600	52.77	268.60	331.40	45%
10-4330-260 DEPARTMENT SUPPLIES	1,500	50.00	472.24	1,027.76	31%
10-4330-266 EMERGENCY MGMT	0	33.84	14,478.21	(14,478.21)	
10-4330-395 EMPLOYEE TRAINING	500	0.00	245.00	255.00	49%
10-4330-500 PUBLIC SAFETY RESERVE	0	0.00	0.00	0.00	
10-4330-590 CAPITAL OUTLAY	5,000	0.00	0.00	5,000.00	
PUBLIC SAFETY Totals:	97,600	3,879.07	51,136.79	46,463.21	52%
10-4340-000 ECONOMIC DEVELOPMENT	0	0.00	0.00	0.00	
10-4340-180 INCENTIVE PAYMENTS	0	0.00	0.00	0.00	
10-4340-190 CONTRACT SERVICES	8,000	0.00	0.00	8,000.00	
10-4340-199 PROFESSIONAL FEES	2,000	0.00	0.00	2,000.00	
10-4340-250 BRUNSWICK COUNTY FIRE FEES	0	0.00	0.00	0.00	
10-4340-260 DEPARTMENT SUPPLIES	450	0.00	0.00	450.00	
10-4340-266 CHAMBER OF COMMERCE	0	0.00	0.00	0.00	
10-4340-310 TRAVEL	450	0.00	0.00	450.00	
10-4340-480 MARKETING	1,000	0.00	4,850.00	(3,850.00)	485%
10-4340-491 DUES/FEES - OTHER	100	0.00	0.00	100.00	

Budget vs Actual

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NON-DEPARTMENTAL Totals:	12,000	0.00	4,850.00	7,150.00	40%
10-4350-000 BUILDING INSPECTIONS	0	0.00	0.00	0.00	
10-4350-121 SALARIES F/T	155,000	12,349.40	97,512.80	57,487.20	63%
10-4350-126 SALARIES P/T	10,000	0.00	165.00	9,835.00	2%
10-4350-181 FICA/MED	23,000	944.72	7,459.65	15,540.35	32%
10-4350-182 RETIREMENT	12,600	1,105.24	8,655.62	3,944.38	69%
10-4350-183 GROUP INSURANCE	50,000	4,551.04	36,408.32	13,591.68	73%
10-4350-185 401K	3,200	245.80	1,864.37	1,335.63	58%
10-4350-231 EDUCATION/TRAINING	4,000	0.00	3,047.74	952.26	76%
10-4350-250 AUTO SUPPLIES/FUEL	2,500	108.72	1,267.36	1,232.64	51%
10-4350-260 DEPARTMENT SUPPLIES	2,000	467.04	4,897.72	(2,897.72)	245%
10-4350-265 EQUIPMENT	0	0.00	0.00	0.00	
10-4350-321 TELEPHONE	1,000	176.33	1,157.50	(157.50)	116%
10-4350-325 POSTAGE/PRINTING	200	0.00	442.93	(242.93)	221%
10-4350-352 REPAIRS/MAINT EQUIP	200	0.00	0.00	200.00	
10-4350-353 MAINTENANCE/REPAIRS VEHIC	1,000	1,886.22	2,069.75	(1,069.75)	207%
10-4350-380 COMPUTER SERVICE/PROGRAM	2,500	1,400.00	3,093.75	(593.75)	124%
10-4350-491 DUES/FEES	300	0.00	167.00	133.00	56%
10-4350-590 CAPITAL OUTLAY-VEHICLE	0	0.00	0.00	0.00	
BUILDING INSPECTIONS Totals:	267,500	23,234.51	168,209.51	99,290.49	63%
10-4500-000 STREETS	0	0.00	0.00	0.00	
10-4500-121 SALARIES F/T	362,250	24,734.91	206,229.26	156,020.74	57%
10-4500-126 SALARIES P/T	26,250	1,252.80	11,158.40	15,091.60	43%
10-4500-181 FICA/MED	21,000	1,988.05	16,630.05	4,369.95	79%
10-4500-182 RETIREMENT	21,500	2,213.77	18,296.37	3,203.63	85%
10-4500-183 GROUP INSURANCE	126,000	10,068.20	79,370.60	46,629.40	63%
10-4500-185 401K	15,750	2,158.87	15,334.20	415.80	97%
10-4500-190 CONTRACTED SERVICES	20,000	1,349.26	7,315.20	12,684.80	37%
10-4500-240 STREET SUPPLIES	40,000	2,641.06	18,362.80	21,637.20	46%
10-4500-250 AUTO SUPPLIES	7,000	1,611.42	16,988.56	(9,988.56)	243%
10-4500-321 TELEPHONES	1,000	171.85	1,130.89	(130.89)	113%
10-4500-331 STREET LIGHTS	110,500	0.00	56,959.45	53,540.55	52%
10-4500-350 STREET REPAIRS	45,000	2,400.00	3,103.43	41,896.57	7%
10-4500-352 REPAIR/MAINT EQUIP	15,000	12,375.62	24,538.67	(9,538.67)	164%
10-4500-395 EMPLOYEE TRAINING	0	0.00	468.94	(468.94)	
10-4500-590 CAPITAL OUTLAY	0	0.00	0.00	0.00	
STREETS Totals:	811,250	62,965.81	475,886.82	335,363.18	59%
10-4510-000 POWELL BILL	0	0.00	0.00	0.00	
10-4510-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4510-181 FICA/MED	0	0.00	0.00	0.00	
10-4510-182 RETIREMENT	0	0.00	0.00	0.00	
10-4510-190 CONTRACTED SERVICES	0	0.00	0.00	0.00	
10-4510-240 STREET SUPPLIES	0	0.00	0.00	0.00	

Budget vs Actual

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Period Ending 1/31/2020

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-4510-352 REPAIR/MAINT EQUIPT	0	0.00	0.00	0.00	
10-4510-550 CAPITAL OUTLAY-EQUIPT	0	0.00	0.00	0.00	
10-4510-591 ROAD PAVING/PATCHING	115,000	0.00	115,000.00	0.00	100%
POWELL Totals:	115,000	0.00	115,000.00	0.00	100%
10-4700-000 ENVIRO. PROTECTIONS	0	0.00	0.00	0.00	
10-4700-190 CONTRACT SERVICE	25,000	2,114.40	14,402.40	10,597.60	58%
10-4700-240 Departmental Supplies	5,000	0.00	0.00	5,000.00	
10-4700-350	5,000	0.00	17,510.50	(12,510.50)	350%
DRAINAGE-RIPRAP,STONE					
10-4700-351 DRAINAGE DITCHES	0	0.00	0.00	0.00	
ENVIRO PROTECTION Totals:	35,000	2,114.40	31,912.90	3,087.10	91%
10-4710-000 SANITATION	0	0.00	0.00	0.00	
10-4710-126 SALARIES P/T	20,400	1,636.76	14,899.44	5,500.56	73%
10-4710-181 FICA/MED	1,600	125.22	1,139.86	460.14	71%
10-4710-182 Retirement	0	0.00	0.00	0.00	
10-4710-190 CONTRACTED SERVICES	60,000	3,905.63	21,988.37	38,011.63	37%
10-4710-290 DEPT. MATERIALS	500	0.00	771.09	(271.09)	154%
10-4710-352 REPAIR/MAINT EQUIP	1,500	0.00	0.00	1,500.00	
10-4710-580 CAPITAL OUTLAY	0	0.00	0.00	0.00	
SANITATION Totals:	84,000	5,667.61	38,798.76	45,201.24	46%
10-4910-000 PLANNING & ZONING	0	0.00	0.00	0.00	
10-4910-121 SALARIES F/T	34,000	0.00	1,604.90	32,395.10	5%
10-4910-126 BOARD/FEES	2,600	0.00	1,450.00	1,150.00	56%
10-4910-181 Fica/Med	2,600	0.00	233.76	2,366.24	9%
10-4910-182 RETIREMENT	2,380	0.00	125.74	2,254.26	5%
10-4910-183 GROUP INSURANCE	12,000	0.00	1,113.40	10,886.60	9%
10-4910-185 401	2,000	0.00	0.00	2,000.00	
10-4910-199 PROF FEES	10,000	0.00	4,660.00	5,340.00	47%
10-4910-260 Department Supplies	200	0.00	1,411.49	(1,211.49)	706%
10-4910-325 Postage/Printing	170	0.00	0.00	170.00	
10-4910-370 Legal Advertising	1,000	0.00	0.00	1,000.00	
10-4910-395 Education/Training	2,500	0.00	0.00	2,500.00	
PLANNING & ZONING Totals:	69,450	0.00	10,599.29	58,850.71	15%
10-6120-000 CULTURAL & RECREATIONAL	0	0.00	0.00	0.00	
10-6120-190 CONTRACT SERVICES	1,000	0.00	0.00	1,000.00	
10-6120-290 DEPARTMENT MATERIALS	500	0.00	0.00	500.00	
10-6120-352 REPAIRS/MAINTENANCE	500	0.00	0.00	500.00	
10-6120-450 SPECIAL EVENTS	3,000	0.00	1,328.66	1,671.34	44%
Totals:	5,000	0.00	1,328.66	3,671.34	27%
10-9910-000 CONTINGENCY	0	0.00	0.00	0.00	
10-9910-991 CONTINGENCY DEPT.	100,000	0.00	0.00	100,000.00	

Budget vs Actual

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Period Ending 1/31/2020					
CONTINGENCY Totals:	100,000	0.00	0.00	100,000.00	
10-9930-000 CAPITAL PROJECTS	0	0.00	0.00	0.00	
10-9930-199 PROFESSIONAL FEES	1,500	0.00	18,814.80	(17,314.80)	1254%
10-9930-540 STORMWATER	0	0.00	0.00	0.00	
10-9930-545 PAVING	150,000	0.00	162,917.65	(12,917.65)	109%
10-9930-580 CAPITAL OUTLAY-EQUIP	75,000	13,500.00	20,079.02	54,920.98	27%
10-9930-581 CAPITAL OUTLAY-OTHER	5,000	200.00	41,042.82	(36,042.82)	821%
10-9930-990 CONTINGENCY	0	0.00	0.00	0.00	
RESERVES Totals:	231,500	13,700.00	242,854.29	(11,354.29)	105%
Expenses Totals:	2,389,000	144,428.85	1,518,257.02	870,742.98	64%

Budget vs Actual

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Period Ending 1/31/2020

10 GERNERAL FUND Totals:	173,599.15	278,073.91
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Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Public Hearings

Contact: Ms. Joyce Dunn, Mayor

Location: Public Hearings
“Public Hearings”

Follow-up: None

Requested Action: Conduct Public Hearing(s) as scheduled

Budgetary Impact: None

Narrative:

This item presents for the Board’s action various public hearings as scheduled by the Board subject to the rules of procedure duly adopted by the Board of Commissioners and further subject to the requirements of the North Carolina General Statutes.

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Discussion of recycling rate change effective July 1, 2020

Contact: Mr. Bill Brennan

Location: New Business

Follow-up: None

Requested Action: Discussion

Budgetary Impact: Unknown, calculations are being made and will be distributed for the meeting.

Narrative:

On February 18, 2020 GFL Environmental notified the Town that the cost of recycling would increase to \$73.61/T from \$41/T, this is a 79.5% increase. Commissioner Bill Brennan has asked that this item be discussed prior to the budget retreat so sufficient time would be available for thoughtful deliberation.

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Public Comment

Contact: Ms. Joyce Dunn, Mayor

Location: Public Comment
“Public Comment”

Follow-up: None

Requested Action: Allow time for public comment.

Budgetary Impact: None

Narrative:

This item presents for the Board’s consideration those citizens that have comments pursuant to GS 160-81.1.

§ 160A-81.1. Public comment period during regular meetings.

The council shall provide at least one period for public comment per month at a regular meeting of the council. The council may adopt reasonable rules governing the conduct of the public comment period, including, but not limited to, rules (i) fixing the maximum time allotted to each speaker, (ii) providing for the designation of spokesmen for groups of persons supporting or opposing the same positions, (iii) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall, and (iv) providing for the maintenance of order and decorum in the conduct of the hearing. The council is not required to provide a public comment period under this section if no regular meeting is held during the month. (2005-170, s. 3.)

Time Limit: 5 minutes

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Mayor and Board of Commissioners Comments

Contact: Ms. Joyce Dunn, Mayor

Location: Mayor and Board of Commissioners Comments
"Mayor and Board of Commissioners Comments"

Follow-up: None

Requested Action: Allow time for Mayor and Board comment.

Budgetary Impact: None

Narrative:
This item presents a time for Mayor and Board's discussion.

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Closed Session

Contact: Ms. Joyce Dunn, Mayor

Location: Closed Session
[As specified on the closed session notice and agenda]

Follow-up: None

Requested Action: Enter into closed session pursuant to the notice and agenda

Budgetary Impact: None

Narrative:

Pursuant to GS 143-318.11 Closed Sessions

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the

public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2.)