



# VILLAGE of WHISPERING PINES

## MANAGER'S REPORT - MONTHLY

April 10, 2019

- Upcoming Events
  - Good Friday, Friday, April 19 – HOLIDAY (Village Hall Closed)
  - Memorial Day, Monday, May 27 – HOLIDAY (Village Hall Closed)
  - Spring Concert, Saturday, June 15
  - July 4<sup>th</sup> Parade, Thursday, July 4, 2pm – HOLIDAY (Village Hall Closed)
- Spring Valley Dam Spillway/Fire Station Renovation Financing
  - The procurement timeline for both projects is listed below.
    - April 2 (Raleigh)                      LGC approved finance application
      - The application was unanimously approved as part of the Consent Agenda with no questions, comments or concerns raised.
    - April 10 (Council mtg.)              Council considers financing/contracts
    - April 11                                      Loan closing with First Bank
    - April 11                                      Notice of Award to Haren Construction
    - April 15                                      Notice to Proceed to O'Connor Co.
    - April 15                                      Notice to Proceed to Haren Construction
- Spring Valley Dam Spillway Project
  - On March 20, a preliminary pre-construction meeting was conducted with the Village Engineer, Haren Construction (General Contractor), BobK and I to discuss tentative timelines for GC mobilization and lake drawdown. All of the following is contingent upon Council approval and is subject to change:
    - Pre-construction meeting & Issue Notice to Proceed – April 15
      - The Notice to Proceed may change based on when the contractor can obtain their performance bonds.
    - GC Mobilization – mid-May
      - When mobilization begins, Memorial Causeway will be closed
      - Initial notification made to Moore County Schools



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- I will make notification to Moore County Public Safety when a specific date has been identified.
- Lake drawdown – end of May (after Memorial Day)
  - Drawdown approximately two weeks, weather dependent
- Project duration – 6 months; estimated completion mid-November
- Contract review for legal sufficiency by Village Attorney completed
- With the lake drawdown likely to begin in the next couple months, we have reached out to Seven Lakes Marine to facilitate their assistance to Spring Valley Lake residents with relocating their boat during the drawdown.
  - To-date, 10 residents have contacted Village Hall about using this service.
- Fire Station Renovation/Addition Project
  - On March 26, a preliminary pre-construction meeting was conducted with the architect, O'Connor Company (General Contractor), and I to discuss tentative timelines for GC mobilization to begin the project. The following is contingent upon Council approval and is subject to change:
    - Notice to Proceed, pre-construction meeting & GC mobilization to begin April 15
  - Reserved a temporary office/work trailer and storage container for fire rescue personnel & equipment for the duration of the renovation project.
    - Delivery is set for April 12.
      - Utilizing the same electric hook-up from the police renovation.
      - Public Works will complete temporary water hook-up.
      - Steve Cirillo assisting with internet and telephone service.
    - The location of the storage container to be determined.
  - Project duration – 7 months; estimated completion mid-November
  - Contract review for legal sufficiency by Village Attorney completed.
- Carolina Water Service (CWS)
  - Pine Ridge Drive Water Main – NO CHANGE



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- The three (3) driveways to be sealed will be completed in in the next couple weeks, when the weather is consistently warmer.
- Annual Water System Flushing – NO CHANGE
  - April 8 through 19, between 9am – 4pm
  - Village is supplementing CWS notifications to residents via Newsletter, website, Facebook, and e-notifications.
  - Fire Rescue personnel are scheduled to collaborate with CWS to flow test fire hydrants, including all of the new hydrants installed on Pine Ridge Drive. This data will be important for use during our ISO Fire Protection Classification Rating Inspection, which will be completed later this year.
- Old tank & pump house at the corner of Pine Ridge Drive & Short Road has been removed.
- Storm Water Management
  - Land Acquisition
    - Property #1 (9 Dogwood Place) – A budget amendment for Council consideration is on the April meeting agenda to approve the acquisition of this property. Contingent upon Council approval, the amendment will authorize me to complete closing between April 16- 18.
    - Property #2 – The property owner advised on February 11 that he is contemplating the offer from the Village and requests a little more time to consider the offer. I intend to follow-up with him before our next Council meeting in April. – NO CHANGE
    - Property #3 – I propose a closed session after the regular April meeting to discuss this property and the information provided by the Village Attorney.
    - Property #4 – The Attorney representing the Owner(s) has notified the Village Attorney that she will be asking the Owner(s) to reply to our

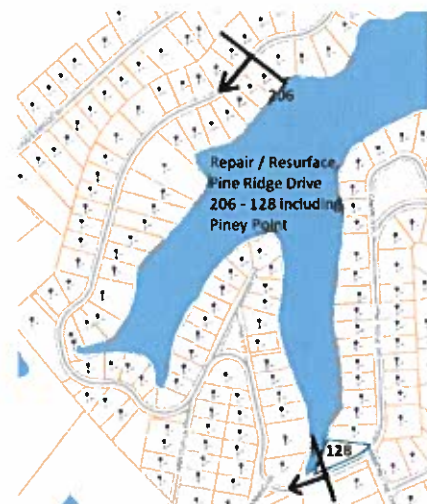


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offer to purchase the land for the cost of the taxes owed or counter with an asking price. The current taxes owed are \$2,478.36.

- Spearhead Drive Retention Ponds – NO CHANGE
  - BobK and Village Engineer have developed a plan.
    - Deepen pond on right (large pond) (4' deeper)
    - Add pond on Village triangle (6-7' deep) (Spearhead & Hardee)
  - Engineer to provide exact location and parameters by end of April
  - BobK to complete the project by end of June
- Fire Rescue Department
  - I attended “*Preparing for a Rating*” class on Thursday at the Southern Pines Fire Department. The class is provided by the Office of the State Fire Marshal to assist with preparing for the upcoming ISO Fire Rating inspection planned for later this year (after the new Southern Pines fire station opens).
- Public Works (PW)
  - Lake Spraying – NO CHANGE
    - First of three lake sprayings has been scheduled for May 20-24 (weather permitting).
    - Postcard notification to residents is forthcoming.
  - Road Paving (128-206 Pine Ridge Drive & Piney Point)
    - Contractor completed the repairs for the damaged areas. Crack filling has also been completed. The resurfacing and restriping will be completed as weather permits.
  - Mosquito Abatement
    - Last year the Village received mosquito dunks from Moore County to combat the mosquito problem. We issued a press release to make residents aware of the availability of the mosquito dunks at Village Hall.
    - Approximately a dozen packs have been issued to residents.
- Village Events – NO CHANGE





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- Group met on Thursday, March 28
  - Finalized preparations for Easter Egg Hunt
  - Delegated assignments for Spring Concert & 4<sup>th</sup> of July Parade
  - Discussed date for Fall Concert (3<sup>rd</sup> weekend of September is target date, contingent upon band availability)
- Pine Lake Dam Inspection
  - The Village Engineer has prepared a response to the State Inspection report, which BobK has submitted to the State for review.
  - BobK is coordinating with the Village Engineer to implement the recommendations.
- Lakeview Drive Bridge – NO CHANGE
  - Design plans to be completed by the beginning of May.
  - Permitting expected to take until the end of June.
  - Project will not require formal bidding. Therefore, once the design plans are completed and permit approval is imminent, we will solicit cost proposals from qualified contractors.
- Recycling
  - The process of notifying residents that glass will no longer be accepted was completed on April 1. In an attempt to get the word out, we posted on Facebook, published in the newsletter, sent two e-notifications, published in The Pitch; posted on the Village website, and mailed a postcard to every resident. The April 4 recycling day was the first pick-up that prohibited glass.
  - The contractor has stated that the March recycling tonnage was lighter, which can be attributed to residents already removing glass from their recycling. However, since the tipping fee billing is always a month behind, we will not have any definitive numbers until May/June.
- Administrative/Personnel Matters
  - I will be on leave beginning Friday at 10am and headed out of town through the weekend. I will return to the office on Monday, April 8.



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- The Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Village of Whispering Pines the Certificate of Achievement for Excellence in Financial Reporting for its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2018. This is the 10<sup>th</sup> consecutive year that the Village has achieved this prestigious award.
- Attached for your review is a proposed schedule for the FY2019-20 Budget Development process.
- Domonic attended the Management Development Program Alumni Association Spring 2019 Conference in Emerald Isle, NC, on April 3 - 5.
- Budget Transfer #2 for FY2018-19 (attached)
  - After several mishaps, problems, and complaints regarding our ability to provide quality visual presentations in the Council Chamber, BobK and I took action to address the problem, which includes:
    - New ceiling mounted projector using wireless technology
    - New appropriately sized screen based on size of room
    - Three (3) new monitors (synced with projector) on Council table
- Village Boards (vacancies)
  - Planning & Zoning Board
    - Village Member (Claire Fullerton resigned last Friday)
    - Alternate ETJ Member
      - Consider applications to fill vacancies at April meeting
  - Board of Adjustment
    - Alternate ETJ Member



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This is being provided for informational purposes only. No Council action required.

### Village of Whispering Pines Whispering Pines, NC Budget Transfer #2 for FY 2018-2019

Section 1. To amend the General Fund, the budget is to be changed as follows:

	<u>Debit</u>	<u>Credit</u>
10-410-7401 Capital Outlay <\$5K VHall	\$ 5,798	
10-990-9990 Contingency		\$ 5,798

Section 2. This transfer will move available funds to the Public Buildings Department from the Contingency account for the purchase of a projector and screen from Smart Systems to be installed in the council chambers for fiscal year ending June 30, 2019. It does not change the overall total of the General Fund Budget.

Transferred by Rich Lambdin, Village Manager, per authority of adopted budget ordinance for FY 2018-2019.

April 5, 2019



# MEMORANDUM

April 10, 2019

To: Village Council  
From: Rich Lambdin, Village Manager *Rich Lambdin*  
Ref: FY2019-20 Budget Development Proposed Schedule

The timeline/schedule for the budget development process needs to be set as soon as possible. Below are proposed dates/times for your consideration. The dates proposed are similar to the timeline we used last year and afford enough time between dates for staff to make the necessary changes and prepare the revised documents for presentation to Council.

## Budget Review

- Tuesday, May 21, 1pm
- Friday, May 24, 1pm

## Budget Discussion

- Thursday, May 30, 1pm (regular Council work session)
- Wednesday, June 5, 1pm (if necessary)

## Budget Public Hearing/Consideration/Adoption

- Wednesday, June 12, 6pm (regular Council meeting)
  - Public Hearing
  - Council consider adoption
- Thursday, June 13, TBD (if necessary)
  - Council adoption