



## Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

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[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

May 2, 2023

### **Recommended Budget for Fiscal Year 2023-2024**

Mayor Morey, Mayor Pro Tem Neal, Councilwoman Sherlock, Councilmen Holland and Batenic:

Presented for your consideration is the Town manager's recommended budget for Fiscal Year July 1, 2023, through June 30, 2024, which has been prepared in accordance with the North Carolina Local Government Fiscal Control Act, as required by North Carolina General Statute Chapter 159-11. This budget is a result of a great deal of hard work from all staff, particularly Finance Officer Bonnie Swain.

Inflation continues to impact the Town's budget and personnel. Rising rapidly during 2021, the consumer Price Index (CPI) twelve-month percent change recently peaked at 9.1% in June 2022. While this index has since fallen to 6.0% as of February 2023, this is still significantly higher than the Federal Reserve's target of 2.0%. In order to combat inflation, the Federal Reserve has continuously raised interest rates since 2022, most recently raising them another quarter of a percentage point in March 2023.

Tourism continues to be very strong. The Dare County Tourist Bureau reported a 33.78% increase in gross occupancy collected for the 2021 calendar year. Growth continued in 2022 with an increase of 5.60%. Thus far in 2023, the months of January and February show a less than 1% increase which could signal a leveling out. A graph produced by the US Bureau of Labor Statistics shows a statewide recovery in the leisure and hospitality industry.



The Town continues to realize strong revenues for both sales and occupancy taxes. The pre-Covid budget, 2019-2020, saw sales and occupancy revenue at \$948,993 and \$1,001,880 respectfully. The Town is expected to receive approximately \$1,750,000 in sales and \$1,800,000 in occupancy for the current FY and is budgeting \$1,678,069 and \$1,815,928 for FY 2023-2024. The difference between shared revenues pre-covid as compared to FY 23-24 is 76.82% increase for sales and 81.25% increase for occupancy. This is equivalent to approximately \$1.5 million or a 9.24 cents tax increase. Staff recognizes that eventually these revenues will decline and are cautiously watching to see if these numbers go back to pre-covid figures in order to be able to maintain a sustainable budget. This expectation was accounted for in the planning of the current FY 22-23 budget. The Town did not experience the leveling out of revenues as expected except for land transfer. Although increases are expected in sales and occupancy taxes in the next fiscal year, a further drop in land transfer tax is anticipated.

### **Budget Overview for Fiscal Year 2023-2024**

This year's General Fund budget totals \$9,731,450, an increase of \$940,674 or 10% from the Fiscal Year 2022-2023 adopted budget. Last year's budget noted "while a tax increase for General Fund Expenditures is not recommended at this time, a tax increase will likely be part of the FY 2023-24 budget". The same can be said this year looking forward. The tax rate had not increased for over nine consecutive fiscal years until 2021-22 when taxes were raised four cents town wide to pay the loan for the beach nourishment project. Over those years the Town experienced a decline in shared revenues consequently. With the increase of four cents, the impact on shared revenues was an increase of 2.17%. Last year, a tax increase of 2.2 cents would have balanced the budget. One cent in ad valorem taxes generates \$167,039. This year revenues will match expenditures, marking the first year since 2021 that an appropriation from Fund Balance was not necessary. Therefore, a tax increase is not recommended at this time. The budget recommends no change in the tax rates already established for the beach nourishment debt service.

### **Use of Fund Balance**

Through several years of careful and deliberate conservative budgeting, the Town has accumulated a large fund balance. These funds can be used to balance the budget, pay for large capital items, and possibly be transferred to the Capital Reserve Fund for future project needs. Ideally, fund balance should be used for future projects rather than budgeted for annual operating expenses. Last year revenues exceeded expenditures negating the appropriation from fund balance.

While funding to replace the Trinitie/Juniper Trail Culvert is not accounted for in a line item, it is anticipated that as a result of planning and permitting efforts currently underway, a large use of Fund Balance will be used for construction.

The Town recently committed \$400,000 from Fund Balance for the purchase of the flat top home located at 13 Skyline Dr, which has been serving as the office for the Outer Banks Community Foundation.

Capital Improvements

Long-range plans articulate the Town's vision and provide a framework for how the Town should grow and develop, provide public services, and maintain the qualities that define the Town of Southern Shores. The Town Council has emphasized the need to address street maintenance as well as stormwater management. Staff will continue to identify projects and recommend funding those projects when they become construction ready.

In 2021 the Town Council approved a 10-year street improvement plan generated by an engineering firm. The recommended budget includes \$1 million for funding year three of this plan. The sidewalk from Triangle Park at the Duck Road and Ocean Blvd split up to East Dogwood Trail is budgeted at \$328,416, which includes a \$150,000 grant from the Outer Banks Tourism Bureau.

A new truck for the Public Works Department is also recommended for funding.

Capital Reserve Fund

The Town established a capital reserve fund in 2007 which was amended in 2012 and periodically appropriates money to the reserve fund. Establishing a capital reserve fund affords the Town a more formalized mechanism to save money for future capital expenditures. It also provides greater transparency than using fund balance because the Council must indicate how it ultimately intends to expend the moneys. It is a less flexible savings option, though. Once money is appropriated to a capital reserve fund, there it must be used for capital expenditures. The funds may not be used to fund operating expenses, even in an emergency situation.

	<b>Beach</b>			
	<b><u>Nourishment</u></b>	<b><u>Canals</u></b>	<b><u>Other</u></b>	<b><u>Total</u></b>
Beginning Balance 7/1/21	250,000	118,000	89,450	457,450
FY 22 contributions	1,707,927	20,000	-	1,727,927
Interest	742	-	-	742
<b>Balance 6/30/22</b>	<b>1,958,669</b>	<b>138,000</b>	<b>89,450</b>	<b>2,186,119</b>
FY 23 contributions FROM GF		100,000		
FY 23 contributions TO GF	(177,415)			
Interest	12,078			
	1,793,332	238,000	89,450	2,120,782

Beach Nourishment

FY 2023-2024 marks the third year of debt service payments for the 2022/2023 beach nourishment project, budgeted at \$11,325,189. Funding for this project consists of Dare County Occupancy Tax for Beach Nourishment at \$4,371,401, Department of Environmental Quality Grant Award of \$1,408,247 and Town contribution of \$5,545,541. The Town adopted two Municipal Service Districts to generate the necessary revenue to meet its contribution including \$0.715 for those in MSD 1 and \$0.03 for those in MSD 2. All properties in the Town paid an additional \$0.04 in taxes as part of this contribution which brought the tax rate from \$0.1958 to \$0.2358. Additionally, to lower the tax rate for all properties, the Town Council approved a total appropriation from Fund Balance of \$1,000,000. These rates can be set in any manner that generates the required revenue to cover the debt service for the project.

One cent in MSD 1 generates \$27,535 for a total of \$196,576. One cent in MSD 2 generates \$58,759 for a total of \$176,015, and one cent generates \$167,039 town wide for a total of \$668,156. Beach Nourishment Revenue had a 99.65% collection rate.

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
<b>Expenditures- Beach Nourishment</b>	52,128	1,202,939	1,182,088	1,161,237	1,140,385	1,119,534
Debt Service to PNC						
	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
<b>Revenues - repay Debt Service</b>						
MSD 1	195,127	197,602	196,576	196,576	196,576	196,576
MSD 2	174,324	176,716	176,015	176,015	176,015	176,015
Town Wide	638,338	641,738	644,404	644,404	644,404	644,404
each Fund Allocation from CRF to GF for Debt Payment		177,415	165,093	144,242	123,390	102,539
		1,193,471	1,182,088	1,161,237	1,140,385	1,119,534
Transfer to Capital Reserve for Beach Fund	1,707,927					

Personnel

Merit funds are budgeted at \$114,113. Merit increases are budgeted at a maximum of 5% depending on individual performance evaluations. COLA is recommended at 6.5% for each employee at a cost of \$122,022.

Mandatory Town contributions to the State Retirement System are anticipated to increase from 12.13% to 12.88% for general employees, while increasing from 13.04% to 14.10% for law enforcement officers.

Small groups medical insurance renewal rates are based on statewide claims for the year of all small groups. The Town will see an approximate 5% increase to the medical premiums for employees.

	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>
Health Insurance	\$15,262 monthly	\$16,056 monthly (a yearly increase of \$9,521)

The Town provides a "Cafeteria Plan" to offset the cost of dependent health care of \$675 per month. A cafeteria plan is a separate written plan maintained by an employer for employees that meets the specific requirements and regulations. A 3.7% increase is recommended equaling \$25 per month.

The Town has spent considerable efforts on attracting and retaining new employees. In an effort to incentivize long tenured employees, retiree health benefits are recommended for revision by removing the cap placed on retiree premium reimbursement. Retiree premiums are recommended to be reimbursed in full, providing the benefits are equal to or less than active employees. The 25-year requirement for retirees to receive benefits is recommended to be in accordance with a graduated scale of, 10-14 years receiving 50%, 15-19 years 75% and 20 years or more 100%.

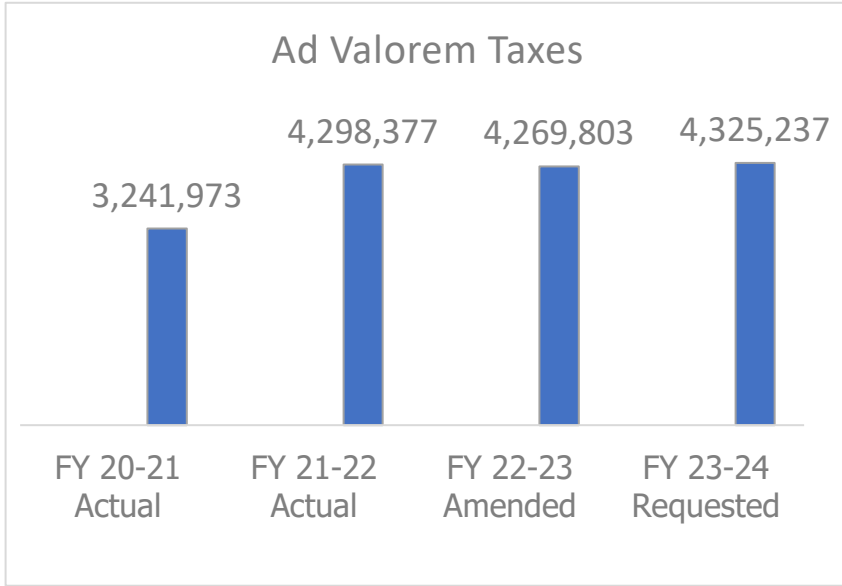
In recognition of the long tenured employees who have made a commitment to the Town, an increase in longevity pay is recommended.

	Present	Recommended
0-4 years	0	0
5-9 years	\$500	\$1,000
10-14 years	\$1,000	\$2,000
15-19 years	\$1,500	\$3,000
20-24 years	\$2,000	\$4,000
25 or more	\$2,500	\$5,000

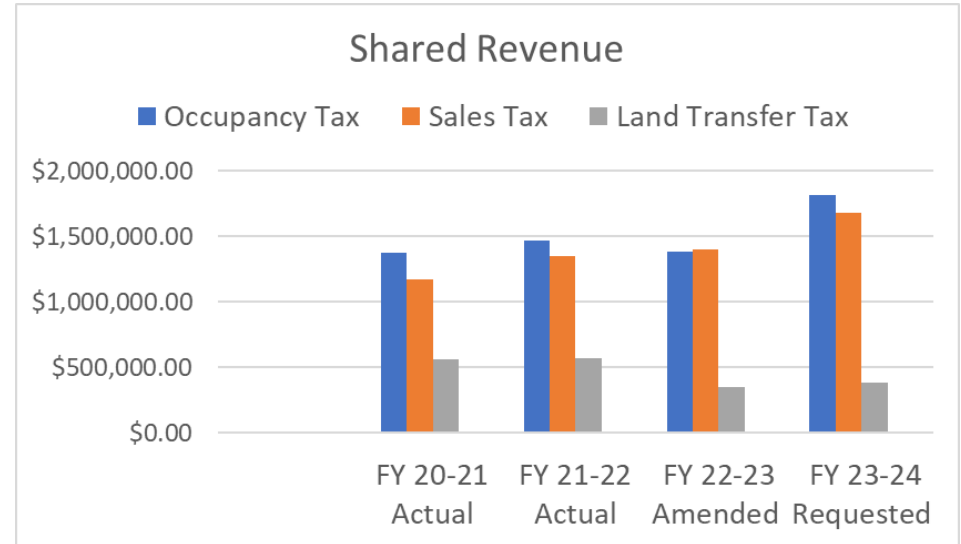
## **General Fund Summary**

	<b>FY 20-21 Actual</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Amended</b>	<b>FY 23-24 Requested</b>	<b>FY 24-25 Planned</b>
<b>Revenues:</b>					
Ad valorem taxes	3,241,973	4,298,377	4,269,803	4,325,237	4,352,700
Occupancy, Sales Tax & Land Transfer Tax:	3,112,145	3,389,529	3,132,670	3,876,770	3,663,701
UNRESTRICTED Intergovernmental Revenues	429,641	461,705	450,979	453,500	453,500
RESTRICTED Intergovernmental Revenues	492,519	166,963	212,000	310,000	160,000
Permit and Fees	185,560	180,405	172,500	197,250	197,250
Other revenues	16,880	41,487	303,768	403,600	403,600
<b>SubTotal:</b>	<b>7,478,718</b>	<b>8,538,466</b>	<b>8,541,720</b>	<b>9,566,357</b>	<b>9,230,751</b>
Transfer IN from Special Revenue Fund	-	471,354			
Transfer IN from Capital Project Fund		233,882			
Transfer IN from Capital Reserve Fund			177,415	165,093	165,093
Appropriated-Undesignated Fund Balance			2,218,293		
<b>Total:</b>			<b>10,937,428</b>	<b>9,731,450</b>	<b>9,395,844</b>
<b>Expenditures:</b>					
Administration Department	985,138	1,041,338	1,227,037	1,337,842	1,373,278
Planning & Code Enforcement Department	275,158	324,981	445,733	422,729	410,331
Police Department	1,614,448	1,818,315	2,246,071	2,334,697	2,525,712
Streets, Bridges and Canals	1,134,814	208,675	4,021,216	2,690,329	2,236,062
Public Works Department	519,555	576,770	818,824	679,569	716,454
Sanitation Services	787,762	826,717	880,555	921,500	967,013
Fire Contracted Service	866,333	964,378	1,004,243	1,073,539	1,073,539
Ocean Rescue Contracted Service	179,700	176,000	193,749	221,245	229,245
<b>Total Operating General Fund Expenditures</b>	<b>6,362,908</b>	<b>5,937,174</b>	<b>10,837,428</b>	<b>9,681,450</b>	<b>9,531,634</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>1,115,810</b>	<b>2,601,292</b>			
Transfer OUT to Capital Reserve Fund- Canals	20,000	20,000	100,000	50,000	50,000
Transfer OUT to Capital Reserve Fund-Beach Fund		1,707,927			
		<b>1,727,927</b>	<b>10,937,428</b>	<b>9,731,450</b>	<b>9,581,634</b>
.01 = \$167,039					

Revenues



The increase in ad valorem revenues in FY 22 are due to the tax increase for the beach nourishment project. The County is planning a revaluation of all Dare County property in FY 2025.

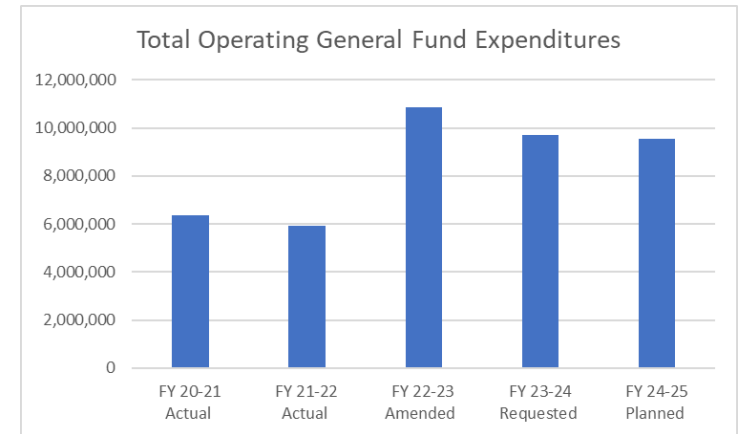


**Occupancy, Sales Tax & Land Transfer Tax:**

- Occupancy tax increase of 30% over prior year
- Sales Tax projected to increase by 34%
- Land Transfer tax projected to decrease by .02%

## **Expenditures**

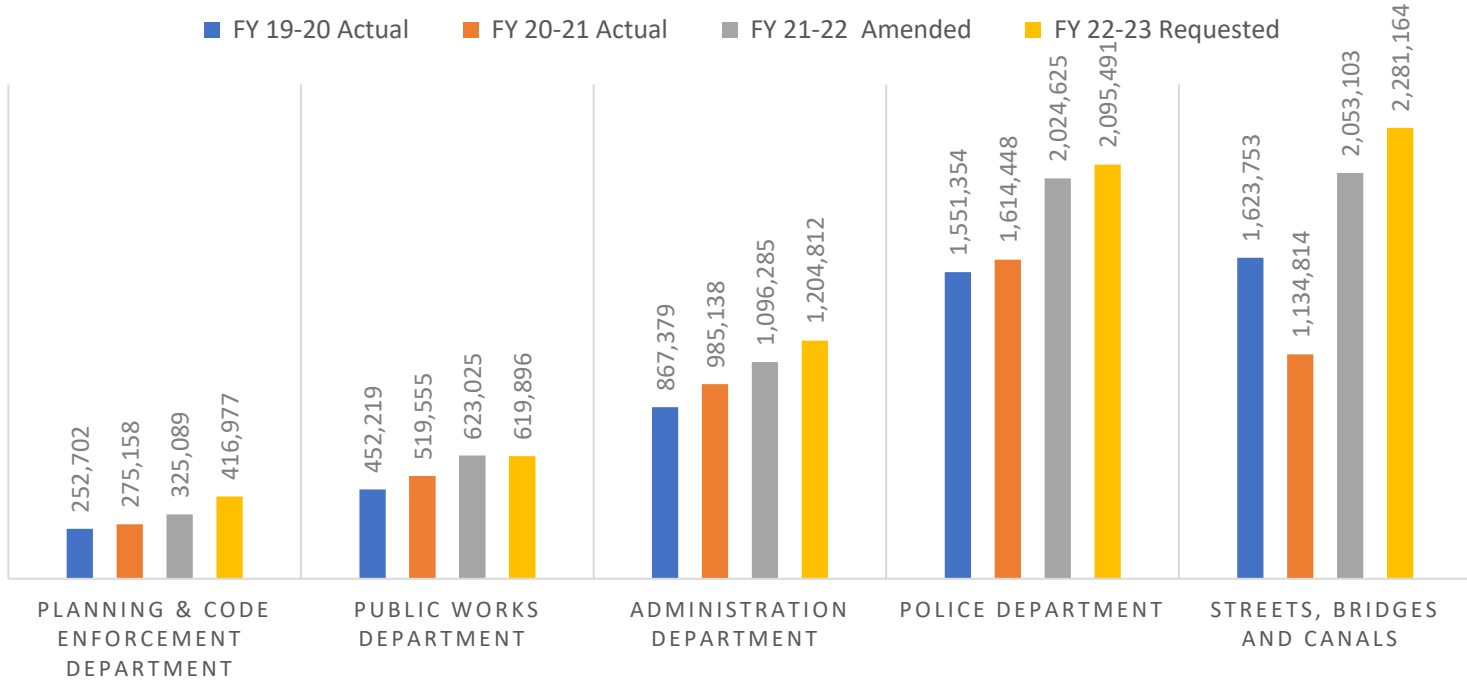
	<b>FY 20-21 Actual</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Amended</b>	<b>FY 23-24 Requested</b>	<b>diff</b>	<b>% change</b>
Administration	985,138	1,041,338	1,227,037	1,337,842	110,805	9.03%
Planning & Code						
Enforcement	275,158	324,981	445,733	422,729	(23,004)	-5.16%
Police	1,614,448	1,818,315	2,246,071	2,334,697	88,626	3.95%
Streets, Bridges and Canals	1,134,814	208,675	4,021,216	2,690,329	(1,330,887)	-33.10%
Public Works	519,555	576,770	818,824	679,569	(139,255)	-17.01%
Sanitation	787,762	826,717	880,555	921,500	40,945	4.65%
Fire Contracted	866,333	964,378	1,004,243	1,073,539	69,296	6.90%
Ocean Rescue	179,700	176,000	193,749	221,245	27,496	14.19%
<b>Total Operating General Fund</b>	<b>6,362,908</b>	<b>5,937,174</b>	<b>10,837,428</b>	<b>9,681,450</b>	<b>(1,155,978)</b>	<b>-10.67%</b>



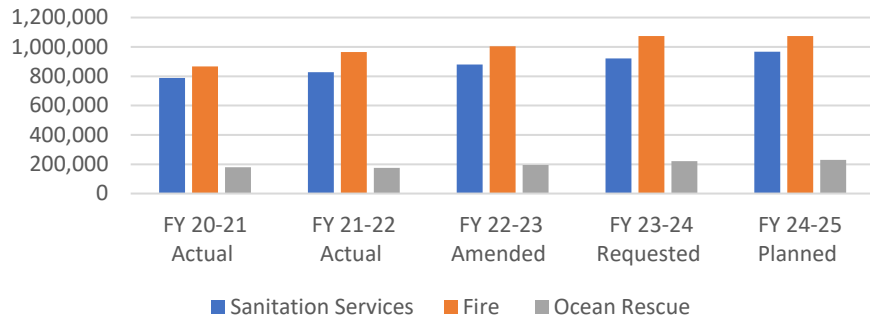


## EXPENDITURES BY DEPARTMENT

■ FY 19-20 Actual   
 ■ FY 20-21 Actual   
 ■ FY 21-22 Amended   
 ■ FY 22-23 Requested



## Expenditures By Contracted Service



This marks the first year of the town endeavoring on a two-year budget, the second year being a planned year. By encouraging staff to think strategically over multiple years instead of simply balancing the budget for a single year, will better position the Town in the future. Town staff were directed to budget for the next fiscal year, which barring any unforeseen or mandated changes, will provide a strong basis to start the FY 2024-2025 budgeting process. FY 2025-2026 will then become the next planned year. Because the town can only adopt the budget annually, the plan year will have no binding impact.

The recommended budget will be posted on the Town's website and will be available for inspection at Town Hall by contacting Town Clerk, Sheila Kane. The public hearing to receive citizen comment and feedback on the recommended budget is scheduled for June 6, 2023, at 5:30 pm.

I want to express my sincere thanks to the Town's department heads and all of our employees for their efforts to make Southern Shores an even better place than it already is. I also want to thank the Mayor and the Council for maintaining a productive and pleasant work environment for myself and the Town's staff to work within. I remain grateful for your continuing support for the entire Town organization. It is a privilege to work for a community such as ours.

# Contents

1. Budget Spreadsheets **Pages 1-3**
2. Administration **Pages 4-5**
3. Planning and Code Enforcement **Pages 6-9**
4. Police **Page 10**
5. Streets/Bridges/Beaches and Canals **Page 13-14**
6. Public Works **Pages 15-16**
7. Sanitation **Page 17**
8. Fire **Page 18**
9. Ocean Rescue **Page 19**
10. Cemetery **Page 20**
11. Capital Reserve Fund **Page 21**
12. Retiree Insurance Policy **Pages 22-24**
13. Police Career Development **Pages 25-27**
14. Longevity **Page 28**
15. Public Works Job Description **Page 29**

<b>GENERAL FUND SUMMARY</b>					
	<b>FY 20-21 Actual</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Amended</b>	<b>FY 23-24 Requested</b>	<b>FY 24-25 Planned</b>
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<b>GENERAL FUND</b>						
<b>REVENUES</b>	<b>FY 20-21 Actual</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Amended</b>	<b>FY 23-24 Requested</b>	<b>FY 24-25 Planned</b>	
<b>AD VALOREM TAXES:</b>						
Property taxes - current year	3,088,813	3,124,663	3,133,958	3,170,129	3,190,000	
Property taxes - prior years	6,233	6,449	5,000	5,000	5,000	
NCVTS	113,415	108,604	102,321	111,913	112,500	
NCVTS MSD 1		700	-	700	700	
NCVTS MSD 2		1,422	-	1,500	1,500	
NCVTS TW		15,526	-	16,000	16,000	
Tax penalties and interest	3,512	3,224	3,000	3,000	3,000	
Special Assessment	30,000	30,000	-	-	-	
MSD 1 Taxes	-	195,127	194,100	196,576	198,000	
MSD 2 Taxes	-	174,324	173,574	176,015	178,000	
Town Wide- Beach Nourishment	-	638,338	657,850	644,404	648,000	
<b>Total Ad Valorem Taxes</b>	<b>3,241,973</b>	<b>4,298,377</b>	<b>4,269,803</b>	<b>4,325,237</b>	<b>4,352,700</b>	
<b>Occupancy, Sales Tax &amp; Land Transfer Tax:</b>						
Occupancy tax	1,376,367	1,471,890	1,381,935	1,815,928	1,780,928	
Local option sales tax	1,175,685	1,347,088	1,400,000	1,678,069	1,500,000	
Land transfer tax	560,093	570,551	350,735	382,773	382,773	
<b>Total Occupancy, Sales Tax &amp; Land Transfer</b>	<b>3,112,145</b>	<b>3,389,529</b>	<b>3,132,670</b>	<b>3,876,770</b>	<b>3,663,701</b>	
<b>UNRESTRICTED INTERGOVERNMENTAL REVENUES:</b>						
Utilities franchise tax	253,837	261,727	259,579	265,000	265,000	
Video Programming Tax	61,015	61,219	60,000	59,000	59,000	
Telecommunications tax	17,464	13,759	15,000	13,000	13,000	
PEG Channel Revenue	26,717	25,975	26,000	26,000	26,000	
ABC revenues	55,568	84,416	75,000	75,000	75,000	
Beer and Wine Tax	12,776	12,291	13,000	13,000	13,000	
Solid Waste Disposal Tax	2,264	2,318	2,400	2,500	2,500	
<b>Total Unrestricted Intergovernmental Revs</b>	<b>429,641</b>	<b>461,705</b>	<b>450,979</b>	<b>453,500</b>	<b>453,500</b>	
<b>RESTRICTED INTERGOVERNMENTAL REVENUES:</b>						
Powell Bill	110,484	131,134	122,000	131,000	131,000	
GCC Grant	-	-	20,000			
GHSP Grant Personnel Pay	-	-	41,000			
Dare County Tourist Bureau Grant	-	30,260	-	150,000	-	
Controlled Substance tax	-	-	-	-	-	
Government Access Channel Grant	5,000	5,000	5,000	5,000	5,000	
Shoreline Stabilization	24,000	-	24,000	24,000	24,000	
Dare County Beach Nourishment Grant	250,000	-	-	-	-	
FEMA Reimbursement	56,516	-	-	-	-	
Cares Act Grant	37,088	-	-	-	-	
NCDEQ ZEV Charging Grant	9,431	569	-	-	-	
<b>Total Restricted Intergovernmental Revs</b>	<b>492,519</b>	<b>166,963</b>	<b>212,000</b>	<b>310,000</b>	<b>160,000</b>	

REVENUES	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Requested	FY 24-25 Planned
<b>PERMITS AND FEES:</b>					
Building permits	162,660	163,353	150,000	180,000	180,000
Plan review fees	6,775	4,300	8,000	4,000	4,000
CAMA fees	2,230	1,825	2,500	2,500	2,500
Planning board fees	2,000	1,485	2,500	1,500	1,500
Court costs and fees	1,395	947	1,000	750	750
Parking and other fines	10,500	8,495	8,500	8,500	8,500
<b>Total Permits and Fees</b>	<b>185,560</b>	<b>180,405</b>	<b>172,500</b>	<b>197,250</b>	<b>197,250</b>
<b>Other Revenues:</b>					
Interest income	1,462	16,564	284,588	385,000	385,000
Sale of fixed assets	300	2,528	-	-	-
Rental Income	3,045	2,880	2,400	2,400	2,400
Miscellaneous	2,791	9,280	15,580	15,000	15,000
Body Armour Grant	1,177	750	1,200	1,200	1,200
Insurance proceeds	6,655	9,485	-	-	-
SERDC Grant	1,450	-	-	-	-
<b>Total Other Revenues</b>	<b>16,880</b>	<b>41,487</b>	<b>303,768</b>	<b>403,600</b>	<b>403,600</b>
<b>Total Other Revenues</b>	<b>1,124,600</b>	<b>850,560</b>	<b>1,139,247</b>	<b>1,364,350</b>	<b>1,214,350</b>

<b>ADMINISTRATION DEPARTMENT</b>	<b>FY 20-21 Actual</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Amended</b>	<b>FY 23-24 Requested</b>	<b>FY 24-25 Planned</b>
Salaries	370,279	387,676	409,244	438,211	460,122
FICA	27,123	29,003	31,307	33,523	35,199
Retirement	55,735	63,636	70,104	78,353	87,423
Group Health insurance	42,482	47,868	51,121	54,030	58,209
Council Compensation	18,600	17,769	18,600	18,600	18,600
Council Travel & Training	1,766	1,705	5,000	5,000	5,000
Unemployment Payments	176	725	1,200	1,200	1,200
Merit/Bonus Pay	-	-	27,466	114,113	114,113
Legal services	49,991	52,427	60,000	60,000	60,000
Audit services	19,000	20,200	20,500	24,000	22,600
Payroll services	7,623	8,736	8,200	9,600	9,600
Computer services	74,532	74,588	125,445	102,212	102,212
Insurance and bonds	71,937	81,137	90,000	100,000	100,000
Advertising	852	617	1,000	1,000	1,000
Travel	662	4,271	15,000	15,000	15,000
Telephone	30,638	34,778	31,500	33,000	33,000
Utilities	23,010	24,039	25,000	26,500	26,500
Dues/subscriptions	10,427	8,983	10,000	12,000	12,000
Training	1,975	3,990	13,500	14,500	14,500
Supplies	15,017	14,629	22,000	15,000	15,000
Bank Charges	-	-	-	10,000	10,000
Postage	1,361	1,275	2,000	2,000	2,000
Equipment lease & maintenance	9,300	9,479	10,000	10,000	10,000
Municipal Elections	-	6,584	-	7,500	7,500
Dare County & NCVTS tax collection	51,276	67,533	75,000	75,000	75,000
Gov't. Access Channel (PEG Channel)	26,718	25,975	26,000	26,000	26,000
Gov't. Access Channel Membership	1,000	1,000	1,000	1,000	1,000
Municode publishing	4,031	10,530	7,500	-	-
Vehicle Operations	230	387	750	750	750
EE Recognition & Appreciation	6,293	7,080	9,500	9,500	9,500
Wellness Initiative	2,694	2,650	3,000	3,000	3,000
Contracted Services	6,565	8,679	21,200	15,000	15,000
Misc.	8,913	8,773	20,000	10,000	10,000
Technology Update- Pitts Center	4,226	4,789	5,000	5,000	5,000
Recording of Meetings	5,977	6,506	8,400	5,250	5,250
Covid Expenses	23,672	0	-	-	-
NCDEQ ZEV Charging Station	9,432	2,321	-	-	-
Cleaning of Town Buildings	1,625	1,000	1,500	2,000	2,000
<b>Total</b>	<b>985,138</b>	<b>1,041,338</b>	<b>1,227,037</b>	<b>1,337,842</b>	<b>1,373,278</b>

# Administration Department

## FY 23-24 Budget Highlights

### Administration

- **Salaries:** All salaries in each department reflect a 6.5% COLA increase.
- **FICA:** 7.65%
- **Retirement:** General employees employer contribution rate increased from 12.13% to 12.88% and for Law Enforcement, it increased from 13.04% to 14.10%. Employer contribution rate for 401k remains at 5%.
- **Group Insurance:** BCBS final rates are not out yet. A 10% premium increase has been added to the budget. Dental, Vision and Life insurance rates remain unchanged.
- **Council Compensation:** Remains at \$4,200 annually for Mayor and \$3,600 annually per Council Member.
- **Council Travel & Training:** Budgeted at \$5,000 for training and travel for Council Members.
- **Unemployment Payments:** A reimbursing employer must maintain an account balance equal to 1% of its taxable wages in its account. It is estimated that \$1,200 will need to be added to the account.
- **Merit:** up to 5% of total salaries for performance evaluations of non-probationary employees.
- **Legal Services:** \$235/hr for attorneys and \$160/hr for a paralegal.
- **Audit Services:** a single audit is required this year, bringing the cost to \$24,000
- **Payroll Services:** Cost of accounting firm to process payroll and quarterly reports to keep the Town in check with the segregation of duties due to limited Town staff. This also covers the \$750 annual fee for third party administration of flex spending accounts.
- **Computer Services:** Accounting software, website, VOIP, Civic Plus Agenda Software and Mass Notification, Laserfische annual cost and monthly Shoshin Technologies
- **Insurance and bonds:** Liability and Workers Comp Insurance Premiums
- **Advertising:** required for public meetings
- **Travel:** travel and out of Town stays for Finance/HR Officer, Town Clerk and Town Manager for required trainings throughout the year.
- **Telephone:** land lines and cell phones for all departments.
- **Utilities:** Electric, water, cable and internet for all Town owned buildings
- **Dues/Subscriptions:** annual dues to UNC School of Government and organizations for Town Clerk, Town Manager and Finance Officer
- **Training:** Conferences for Town Manager, Town Clerk and Finance & HR Officer for required training
- **Supplies:** Office supplies for Town Hall
- **Bank Charges:** this line is separated out this year from the supplies line. This covers the cost of check printing, use of credit card machine and monthly charges.
- **Postage:** stamps and postage for all departments
- **Equipment Lease & Maintenance:** 3 copiers (Admin, Planning and Police) and water machines at Town Hall, Pitts Center and Police Dept.
- **Municipal Elections:** Cost of municipal elections
- **Dare County & NCVTS tax collections:** charge of 1.5% of total collected for real estate and vehicle taxes
- **Government Access Channel (PEG Channel):** Town receives revenue from the state with the Utilities Tax payment and gives this portion to Dare County to administer Government Channel.
- **Government Access Channel:** Annual Membership
- **Vehicle Operations:** Gas for Town Car
- **EE Recognition & Appreciation:** used to recognize employees throughout the year for their birthdays, holidays and their hard work.
- **Wellness Initiative:** Gym or weight loss memberships
- **Contracted Services:** Fees for Teresa Osborne to write the Town's financials and provide consulting services on financial matters and the actuarial study of Other Post Employment Benefits (OPEB)
- **Misc:** funding for unexpected expenses
- **Technology Update/Pitts Center:** grant received from Dare County for Technology upgrades at Pitts Center
- **Recording of Meetings:** 15 meetings per year
- **Cleaning of Town Buildings:** cost of annual carpet cleaning



<b>PLANNING &amp; CODE ENFORCEMENT</b>	<b>FY 20-21 Actual</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Amended</b>	<b>FY 23-24 Requested</b>	<b>FY 24-25 Planned</b>
Salaries	189,905	217,892	242,785	258,822	271,763
FICA	15,805	16,316	18,574	19,800	20,790
Group Health insurance	27,354	35,590	38,135	41,180	44,493
Employee retirement	24,697	35,806	41,589	46,277	51,635
Contracted Services	3,600	3,600	3,600	4,800	4,800
Printing	249	445	1,000	1,000	1,000
Advertising	2,386	1,536	1,500	2,000	2,000
Travel	1,891	4,346	1,800	1,800	1,800
Dues/subscriptions	111	630	850	850	850
Training	1,109	2,253	1,500	1,500	1,500
Supplies	1,202	672	1,000	1,000	1,000
Vehicle Maintenance	834	1,178	1,000	1,000	1,000
Vehicle operations	608	1,613	2,700	1,500	1,500
Homeowners Recovery fee	945	972	1,000	1,000	1,000
Historic Landmarks Designation	200	-	1,000	1,000	1,000
Flood Zone Map Mailing	-	2,132	3,000	3,000	3,000
Medical Testing	262	-	-	-	-
Misc	-	-	4,700	1,200	1,200
Land Use Plan Update	-	-	80,000	-	-
Town Code Update	4,000	-	-	-	-
Building Upgrade- Filing Room	-	-	-	35,000	-
<b>Total Code Enforcement</b>	<b>275,158</b>	<b>324,981</b>	<b>445,733</b>	<b>422,729</b>	<b>410,331</b>

# PLANNING & CODE ENFORCEMENT

Mission - The Planning and Code Enforcement Department is responsible for planning, permitting, and code enforcement services for the Town. The primary goal of the Department is to provide citizens with timely and efficient permit issuance and administration and enforcement of building regulations, flood regulations, nuisances, subdivision regulations, zoning regulations, CAMA regulations, and hazard mitigation.

Department Summary - The primary responsibility of the Planning and Code Enforcement Department is to provide planning, permit issuance, land use enforcement, and historic preservation services necessary for the orderly development of the Town’s physical environment as well as the administration, interpretation, and enforcement of the Town Code and other Federal and State programs.

	20/21 Actual	21/22 Actual	22/23 Amended	23/24 Requested	23/24 Planned
Expenditures					
Salaries & Benefits	\$ 257,761	\$ 305,604	\$ 335,155	\$	\$
Operating Costs	\$ 17,397	\$ 19,377	\$ 101,150	\$ 22,650	\$22,650
Total	\$275,158	\$324,981	\$436,305	\$	\$

## Department Goals -

### Planning/Zoning

- To assist Town Council and Town Management with preparation and implementation of zoning text amendments as situations arise or change.
- To assist the Town Council, Town Planning Board, Town Management, and consultant with updating the Land Use Plan.
- Maintain turnaround time with permit issuance.

Building Inspections – The Town continues to provide timely and efficient inspection services during a period of high demand for commercial inspections.

- Maintain turnaround time.
- Maintain current certifications.

Code Enforcement – The Town continues to operate a mostly complaint-driven code enforcement program.

- Continue trying to resolve violations verbally prior to sending a Warning Citation
- Continue to require complaints submitted on the Town’s official complaint form.

Performance Measures –

	20/21 Actual	21/22 Actual	22/23 Projected	23/24 Projected
Measure 1: # ZTA	5	9	9	7
Measure 2: # SFD	23	24	26	25
Measure 3: # Permits	604	577	570	560

Budget Highlights

**Personnel**

- **Salaries** –
- **FICA** –
- **Retirement** –
- **Group Health Insurance** –

**Contracted Services**

- Annual funding for Citizenserve permitting software. Increased by \$1,200 per new rate.

**Printing**

- Funding for printing services for cards, signage, and applications.

**Advertising**

- Funding for public/legal notice publications. Increased by \$500.

**Travel**

- Funding for meals and overnight accommodations usually associated with training.

**Dues/Subscriptions**

- Funding for media subscriptions and employee certifications. Also includes ArcGIS subscription.

### **Training**

- Funding for continuing education.

### **Supplies**

- Funding for materials and equipment.

### **Vehicle Maintenance**

- Funding for maintenance and repairs for the Department's only vehicle.

### **Vehicle Operations**

- Funding for vehicle fuel. Decreased by \$1,200.

### **Homeowners Recovery Fee**

- Funding for payment to the North Carolina Homeowner Recovery Fund as required by § 87, Article 1 A (payment of \$9 per permit issued for work performed by a licensed general contractor associated with a single-family dwelling that is over \$30,000).

### **Historic Landmarks Commission**

- Funding for architect reviews and plaques/monuments for designated Historic Landmarks.

### **Flood Zone Map Mailing**

- Funding for printing and mailing of annual Community Rating System outreach projects to all property owners.

### **Misc.**

- Funding for unexpected expenses and uniforms.

### **Land Use Plan Update**

- Funding for consultant and associated costs for updating the Town's currently adopted Land Use Plan.

<b>POLICE DEPARTMENT</b>	<b>FY 20-21 Actual</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Amended</b>	<b>FY 23-24 Requested</b>	<b>FY 24-25 Planned</b>
Salaries	887,556	943,313	1,122,278	1,229,744	1,304,106
Holiday	31,839	33,152	35,000	35,000	40,000
Overtime	16,898	15,233	30,000	30,000	35,000
FICA	69,179	73,297	90,827	99,048	105,502
Group Health insurance	120,089	126,749	148,021	159,585	173,823
Employees retirement	146,885	167,639	212,101	245,059	275,132
Career Development	-	728	5,500	6,500	6,500
Computer services	2,682	-	-	-	-
Advertising	1,866	1,934	5,000	5,000	2,500
Travel	1,929	8,085	10,000	10,000	12,000
Dues/subscriptions	568	590	2,000	2,000	2,000
Training	10,548	4,424	12,000	12,000	15,000
Medical testing	-	2,221	2,800	2,800	3,000
Uniforms	10,472	23,613	32,829	35,000	40,000
Supplies	27,830	22,160	31,000	30,000	30,000
Contracted Services	22,352	31,327	47,000	51,000	51,000
Equipment lease & maint.	4,200	4,300	6,500	7,500	7,500
Equipment purchase	112,036	87,527	90,914	70,000	-
Vehicle maintenance & repair	23,738	21,206	28,540	28,000	30,000
Vehicle operations	26,432	42,409	64,350	51,312	56,000
Capital Outlay- Vehicles	17,249	172,835	108,000	164,000	110,000
Capital Outlay- Equipment	-	-	89,262	-	165,000
Misc	-	-	15,000	17,000	17,500
K9 Care	-	-	-	7,000	7,000
GCC Grant	56,516	-	20,000	-	-
<b>Total</b>	<b>1,590,864</b>	<b>1,782,742</b>	<b>2,208,922</b>	<b>2,297,548</b>	<b>2,488,563</b>
Sep. Allowance Transferred to Pension Fund	23,584	35,573	37,149	37,149	37,149
<b>Total Police</b>	<b>1,614,448</b>	<b>1,818,315</b>	<b>2,246,071</b>	<b>2,334,697</b>	<b>2,525,712</b>

# Police Department

FY 2023-24

## Mission

The Police Department supports the core of Community Policing, and accepts its definition as both a philosophy and an organizational strategy that will allow the police and the community to work closely together. Together, we will work to establish and maintain mutual trust among all entities to improve the quality of life while enforcing the law.

## Budget Highlights and Line Item Explanations

### Operation

- *Career Development* – advanced educational incentive program, 2 year degree, 4 year degree, master degree, etc. % pay incentives for accomplishment in higher Ed. Also include Senior and master Police Officer options. **New Proposal for additional Steps-Program intended to retain current employees and recruit new applicants.**
- *Printing* – Business cards, letterhead stationery, envelopes, parking brochures, parking tickets, etc.
- *Advertising* – Job openings, website, etc.
- *Travel* – covers travel time (fuel cost), cost for training, schools, certifications, housing/accommodations, and meals in accordance with GSA.
- *Dues/Subscriptions* – Professional associations & dues, NCACP, FBINA, etc.
- *Training* - numerous schools, training & certifications classes, including School Resource Officer refresher, DARE, Firearms Cert school, In-service schools not covered by NCJA, Gym Memberships, Taser certs, radar school certs, etc.
- *Medical Testing* – required for potential new hires and exposures.
- *Uniforms* – covers replacement of damaged/worn uniform/equipment, also includes basic dry-cleaning cost. Current (2022) avg. cost of replacement Class A uniform is; \$1000.00 per officer-(2-pr pants, 2 s/s shirts, 2 l/s shirts, 1pr shoes, 1pr boots), Class B uniform is additional \$400.00 per officer.

Current Approx. cost:

Class A

Pants	\$120.00
L/S Shirts	\$75.00
S/S Shirts	\$65.00
Shoes	\$130-190.00

Boots \$150–225.00  
Jackets \$270.00  
Outer vest carrier \$95.00 x3

- *Supplies* – cleaning, toiletries, office supplies, paper, ink, etc. training ammunition, SRO (School Resource Officer supplies, Taser training cartridges, Crime Scene supplies, thermal paper, etc.
- *Contracted Services* – DCI state contract, OSSl RMS Dare Co. Flex CAD Maintenance, F/A Range fees, Water coolers, Taser Assurance program, COP TRAX in-car camera cloud storage fees x 14 cameras, Southern Software – Records Mgt. software license, etc. LPR-license maint.(8 cams) (includes Spectrum access) BWC (Body Worn Cameras) cloud and annual licensing fees.
- *Equipment Lease/Maintenance* – UTV/ATV lease UTV= 4 year lease, ATV= 6 mos. Lease.
- *Equipment* – in-car cameras, MDT's (laptops), Traffic counters & software, message board, surveillance equip, duty equipment as needed ie; flashlights, handcuffs, etc. in-car printers. Body Cams. Interview room system, radar trailers. Portable/mobil radios, weapons, LPR's.
- *Vehicle Maintenance* – routine maintenance, repairs, tires, brakes, inspections, radio, emergency lighting repairs and replacement.
- *Vehicle operation* – Fuel cost
- *Contingency* – Misc. (grant matches, specialized schools available, etc)
- *Capital Outlay* – Vehicle Replacement – purchase and rotate minimum of two vehicles per year, to maintain lower vehicle maintenance costs and ensure the best equipped and safest conditioned vehicles remain in operation.
- *CRO* – Community Resource Officer – part-time non-sworn position, assists with summer influx of tourist, duties include beach patrol, parking enforcement, community policing, etc, works approx. 25-30 hrs per week, from Mid-May thru Sept.
- *Grants* – Dependent upon what may be available.  
ie; GHSP – Governors Highway Safety Program – normally matching grants for equipment such as MDT/Laptops, In-car Cameras, etc.  
GCC – Governors Crime Commission – sometimes matching sometimes no match grants are required.

<b>Streets, Bridges, Beaches and Canals</b>	<b>FY 20-21 Actual</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Amended</b>	<b>FY 23-24 Requested</b>	<b>FY 24-25 Planned</b>
Street Sign Maintenance	11,751	4,030	9,250	7,000	7,000
Engineering & Arborist Services	4,833	5,858	5,000	5,000	5,000
Street Maintenance	32,330	4,897	56,727	42,200	42,200
Brush Trimming	10,455	12,150	10,000	10,000	10,000
Bridge Maintenance	1,118	1,980	2,000	2,125	2,125
Beach Nourishment Engineering	446,806		-		
Beach Monitoring	-	-	-	35,000	-
Debt Payment- Beach Nourishment	-	52,128	1,202,939	1,182,088	1,161,237
Hickory Trail	-	4,200	-	-	-
South Dogwood Bike Path	1,258	-	-	-	-
Hillcrest Drive	7,233	-	-	-	-
Sea Oats Trail	447,588	18,888	-	-	-
Dewberry Lane	95,254	-	-	-	-
Wood Duck Court	18,636	-	-	-	-
Last Hunt Lane	20,762	-	-	-	-
Ginguite Tr. Stormwater	-	3,656	42,000		
Storm Debris Cleanup	5,940	2,021	7,500	7,500	7,500
Chicahauk Trail Sidewalk	-	1,206	-	40,000	-
Bulkhead Maintenance and Repair		8,220	-	-	-
Infrastructure Project	30,850	7,650	-	-	-
Juniper/Trinite Bridge	-	-	228,000	-	-
Misc.		13,657	400	1,000	1,000
FEMA BRIC Grant Expense	-	5,340	-		
DCTB TIG Grant Expense	-	35,600	-		
Pavement Plan Year 1	-	23,194	1,039,400		
Pavement Plan Year 2	-	-	1,000,000		
FY 23-24 Infrastructure				1,000,000	1,000,000
Contracted Service	-	4,000	4,000		
NC 12 Walking Path Ocean Blvd- E. Dogwood			14,000	328,416	
13 Skyline Property	-	-	400,000	30,000	-
<b>Total</b>	<b>1,134,814</b>	<b>208,675</b>	<b>4,021,216</b>	<b>2,690,329</b>	<b>2,236,062</b>



## Streets, Bridges and Canals

### FY 23-24 Budget Highlights

Streets, Bridges, and Canals is budgeted as a separate budget component and is administered by the Public Works Department. The purpose is to implement projects for and administer repairs and capital improvements to the Town's major street, bridge, and canal infrastructures.

#### Streets, Bridges and Canals

- **Street Sign Maintenance**- \$7,000 requested for street sign replacement budget
- **Engineering and Arborist Services**- \$5,000 for engineering services for small repair and drainage projects completed in-house; arborist services for evaluation of trees being considered for removal due to damage, disease or proximity to a Town asset.
- **Street Maintenance**- \$42,200 requested for contracted minor road maintenance repairs throughout the Town including repair of asphalt failures, edge failures, small full depth repairs and cracking due to root upheaval, pothole patching product, and thermoplastic striping materials for a Town-wide refreshing of crosswalks and stop bars. An additional \$5,000 is requested to replace crosswalk lights as needed.
- **Brush Trimming**: \$10,000 proposed for tree removal in Town rights-of way and at the cemetery, and brush removal and disposal in the interior canals as needed. This work is performed under our Limb and Branch Removal service contract as an hourly rate service with Atlantic Tree Experts.
- **Bridge Maintenance**: \$2,125 is requested for bridge maintenance. \$2,125 proposed for any minor bridge repairs required due to DOT bridge inspections.
- **Storm Debris Cleanup**: \$7,500 proposed for post-storm debris cleanup and disposal in the Town streets, rights-of-way, beaches and canals.
- **Misc.**: \$1,000 is requested.

<b>PUBLIC WORKS DEPARTMENT</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Requested</b>	<b>Planned</b>
Salaries	277,020	306,860	326,936	362,600	380,730
FICA	20,112	22,670	25,012	27,739	29,126
Group Health insurance	30,761	39,373	41,996	34,635	40,773
Employee retirement	41,602	47,770	52,587	61,070	72,300
Training	372	1,340	3,000	3,000	3,000
Travel	14	80	2,000	2,000	2,000
Uniforms	3,236	1,228	3,500	3,800	3,800
Supplies	9,931	10,749	12,000	12,000	12,000
Advertising	230	877	1,000	1,000	1,000
Safety Compliance	790	1,576	2,500	2,500	2,500
Town buildings maintenance & repairs	34,268	36,734	85,643	33,650	33,650
Beautification-grounds	4,516	6,785	12,500	12,000	12,000
Equipment lease & maintenance	7,850	6,143	9,000	11,000	11,000
Vehicle maintenance & repair	893	1,340	4,500	4,500	4,500
Vehicle operations	7,503	13,985	25,000	15,000	15,000
Misc	-	908	3,200	3,200	3,200
Equipment Purchase	17,127	53,320	5,000	5,000	5,000
Capital Outlay- Vehicle	-	-	-	56,525	56,525
Contracted Service	22,500	24,900	4,200	4,200	4,200
Shoreline Stabilization	24,000	-	47,970	24,000	24,000
Medical Testing	-	132	150	150	150
Town Building Upgrade	16,830	-	151,130	-	-
<b>Total</b>	<b>519,555</b>	<b>576,770</b>	<b>818,824</b>	<b>679,569</b>	<b>716,454</b>

# Public Works Department

## Mission

Public Works, through its dedicated employees, strives to protect and maintain the Town of Southern Shores' infrastructure and assets, including its streets, sidewalks, rights-of-way, canals, beach, parking areas and buildings, in the most environmentally respectful, financially efficient and highest quality manner possible. We are committed to being courteous and respectful to citizens, and to providing a safe, pleasant, respectful and productive workplace to our employees, and will always encourage education and training opportunities to further our staff's talents.

## FY 23-24 Budget Highlights

### Public Works

- **Training/Professional Development:** \$3,000 is requested for pesticide training class, continuing education classes for pesticide license, and training through the UNC School of Government.
- **Travel:** \$2,000 is requested for travel related to attendance of professional development/training classes; this includes any hotel accommodations needed to attend training.
- **Uniforms:** \$3,800 is requested for uniforms for the Public Works Maintenance Technicians, purchase of hard toe safety shoes for six employees, and any new uniform needs.
- **Supplies:** \$12,000 is requested for supplies including small hand tools and parts for various repairs. Examples include nuts/bolts/nails, lumber for various projects, paper towels and toilet paper, water and Gatorade for the Maintenance Technicians, etc.
- **Advertising:** \$1,000 is requested for newspaper advertisement of employment positions.
- **Safety Compliance:** \$2,500 is requested- \$1,500 for emergency exit sign and fire extinguisher repair/replacement, and Personal Protective Equipment (PPE) for the Public Works employees, including safety glasses, vests, etc.; and \$1,000 for fire hydrant reflectors supplied to the Southern Shores Volunteer Fire Department.
- **Town Buildings Maintenance & Repairs:** \$33,650 is requested- \$4,650 for service agreement on all heat/ac units; \$1,000 for generator service contract; \$1,000 for lighting supplies; \$2,000 for flags; \$5,000 for unforeseen repairs on the generator; and \$20,000 for miscellaneous repairs and upkeep of aging buildings and associated equipment including the possible need to replace one heat/ac unit.
- **Beautification- grounds:** \$12,000 is requested- includes \$4,000 for beautification of the Town Hall complex and Town-maintained medians and parking lots, including new plants and mulch/fertilization/pesticides; and \$6,000 for any needed replanting or removal of vegetation. There is a continued \$3,000 increase in this line. Fertilizers and pesticides have doubled in cost in most cases. The removal of accumulated leaf debris from the Town ROW and proper disposal has caused the need for an increase. \$2,000 is requested for maintenance and improvements to the Town-owned parking lots and beach access parking areas.
- **Equipment Lease & Maintenance:** \$11,000 is requested for lease and maintenance of equipment, including purchase of mower blades, new tires for tractors/mowers, etc., and \$2,000 for new flail mower teeth. The \$2,000 increase to this line is to cover the cost of maintaining new equipment and rising costs.
- **Vehicle Maintenance & Repair:** \$4,500 is requested for regular maintenance and repair of the four Public Works' vehicles (four trucks) and boat.
- **Vehicle Operations:** \$??,??? is requested to cover fuel for Public Works' vehicles and equipment. This increase is to cover the elevated cost of fuel and the possible addition of a new truck.
- **Misc.:** \$ 3,200 is requested
- **Medical Testing:** \$150 is requested for any drug screenings needed.
- **Equipment Purchase:** \$61,525 is requested: \$56,525 for new light truck. \$5,000 for any assorted power tools, and for any other equipment needs that are unforeseen at this time.
- **Shoreline Stabilization:** \$24,000 is requested for dune stabilization measures including beach grass and sea oats planting and fertilization. Funds to come from the Dare County Shoreline Stabilization Fund.
- **Contracted Services:** \$4,200 For iWorQ work management system.

<b>Sanitation</b>	<b>FY 20-21 Actual</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Amended</b>	<b>FY 23-24 Requested</b>	<b>FY 24-25 Planned</b>
Residential Collection	181,532	174,408	185,016	196,250	206,063
Advertising	-	148	-	250	250
Commercial Collection	50,984	52,899	56,202	60,000	63,000
Landfill Tipping Fee	220,506	226,903	250,000	265,000	278,250
Recycling Collection	189,711	199,479	212,579	225,000	236,250
Misc.	2,388	1,088	3,500	3,500	3,500
Large Item Pickup	7,389	7,000	10,258	7,500	7,500
Printing	-	1,835	-	-	-
Limb and Branch Removal	135,252	162,957	163,000	164,000	172,200
<b>Total Sanitation</b>	<b>787,762</b>	<b>826,717</b>	<b>880,555</b>	<b>921,500</b>	<b>967,013</b>

	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>
<b>Fire Services</b>	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Requested</b>	<b>Planned</b>
Contract Fire Protection	625,358	625,358	665,223	734,519	734,519
Construction Debt Service	235,515	314,020	314,020	314,020	314,020
Fence	5,460		-	-	-
Radio Payment	-	25,000	25,000	25,000	25,000
<b>Total Fire Dept</b>	<b>866,333</b>	<b>964,378</b>	<b>1,004,243</b>	<b>1,073,539</b>	<b>1,073,539</b>

		FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Requested	FY 24-25 Planned
<b>Ocean Rescue</b>	<b>FY 20-21 Actual</b>				
Ocean Rescue	179,700	176,000	193,749	221,245	229,245
<b>Total Ocean Rescue</b>	<b>179,700</b>	<b>176,000</b>	<b>193,749</b>	<b>221,245</b>	<b>229,245</b>

	<b>FY 22-23 Amended</b>	<b>FY 23-24 Requested</b>	<b>FY 24-25 Planned</b>
<b>CEMETERY FUND</b>			
<b>Revenues</b>			
Cemetery lots	1,000	3,000	3,000
Unassigned Fund Balance	2,140	750	750
<b>Total</b>	<b>3,140</b>	<b>3,750</b>	<b>3,750</b>
<b>CEMETERY FUND</b>			
<b>Expenses</b>			
Beautification	2,500	2,500	2,500
Software License	640	1,250	1,250
	<b>3,140</b>	<b>3,750</b>	<b>3,750</b>
Balance in Cemetery Fund as of 6/30/22:	\$82,583		

	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Requested	FY 24-25 Planned
<b>Capital Reserve Fund</b>					
<b>Revenues</b>					
Tr IN from GF-Canals	20,000	20,000	100,000	50,000	50,000
Tr IN from GF-Beach Fund	250,000	1,707,927			
<b>Total</b>	<b>270,000</b>	<b>1,727,927</b>	<b>100,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Expenditures</b>					
Tr OUT to GF for Debt Service Payment	-	-	177,415	165,093	



Adopted  
November 7, 2007

**TOWN OF SOUTHERN SHORES  
RETIREE HEALTH AND DENTAL  
INSURANCE BENEFITS  
POLICY**

**A. HEALTH INSURANCE FOR RETIREES HIRED ON OR AFTER NOVEMBER 1, 2007**

For employees hired on or after November 1, 2007, the term "qualified retiree" is defined as an employee who:

- (1) Retires from the Town with **20** completed years of service with the Town, will have their premiums paid 100% by the Town, employees with **15-19** years of completed service with the Town, will have 75% of their insurance premiums paid by the Town and those employees with **10-14** years of completed service, will have 50% of their medical premiums paid by the Town; **and**
- (2) Retires with **unreduced benefits** from the NC Local Government Employee's Retirement System. See definition of unreduced benefits in Section F of this policy.

A qualified retiree will have their individual health and dental insurance coverage paid for by the Town if the retiree elects to retain health and dental insurance for themselves through the Town. In the event that the Town's health insurance plan does not provide retiree health coverage, the Town shall reimburse the qualified retiree for monthly health premiums paid by the qualified retiree for individual employee only coverage. This shall be done upon receipt of proof of payment. The Town will pay the premium (as stated above), for health and dental coverage **only** until the qualified retiree becomes eligible for Medicare coverage. The Town will not pay for a plan richer in benefits than what is being offered for an active employee. Upon a qualified retiree becoming eligible for Medicare coverage or reaching the age of 65 whichever comes first, the Town will no longer pay premiums for health or dental coverage of any kind.

**B. HEALTH INSURANCE BENEFITS FOR RETIREES HIRED BEFORE NOVEMBER 1, 2007**

For employees hired before November 1, 2007, the term "qualified retiree" is defined as an employee who:

- (1) Retires from the Town with **10** completed years of service with the Town; **and**
- (2) Retires with **unreduced benefits** from the NC Local Government Employee's Retirement System. See definition of unreduced benefits in Section F of this policy.

A qualified retiree will have their health and dental insurance coverage paid for by the

Town if the retiree elects to retain health and dental insurance for themselves through the Town. In the event the Town's health insurance plan does not provide retiree health coverage, the Town shall reimburse the qualified retiree for individual employee only coverage. The Town will not pay for a plan richer in benefits than what is being offered for an active employee.

Upon a qualified retiree becoming eligible for Medicare coverage or reaching the age of 65 whichever comes first, the Town will pay premiums for a Medicare supplement and prescription plan only. The Town will no longer pay dental or vision premiums.

Dependent coverage may also be purchased but must be paid entirely by the qualified retiree.

In the event of the death of the retired employee, covered dependents may continue coverage for 36 months under COBRA.

**C. ELECTION OF RETIREE HEALTH INSURANCE COVERAGE**

Qualified retirees must decide within thirty (30) days after their retirement if they wish to continue Town health/dental insurance coverage, if it is available through the Town's plan. Before insurance can be reinstated, the qualified retiree must make payment arrangements for any premium due during the 30 day election period. If a decision has been made not to continue coverage, coverage will not be reinstated at any future date.

**D. PAYMENT OF PREMIUM**

Payment of premiums for coverage on dependents and the portion of the qualified retiree's premium not covered by the Town must be made by the last business day of the month prior to coverage. For example, payments of premiums for coverage during the month of July must be made on or before June 30. (If June 30 is a Saturday, the payment must be made by June 29<sup>th</sup>). A 2% administrative fee may be charged in addition to the monthly premium. Payments can be made monthly or quarterly and can either be mailed or brought to the Town's Finance Department so long as the payment is actually received before the last business day of the month. Monthly statements will be sent out indicating any balances due. Failure to pay the required premium to the Town's Finance Department within thirty (30) days of the due date will result in cancellation and loss of coverage. Once coverage has been cancelled for any reason, it cannot be reinstated.

**E. AMENDMENTS**

This policy is subject to change from time to time as the coverage requirements of the NC Local Government Employee's Retirement System or other benefit plans sponsored by the Town change. All benefits are contingent on the financial condition of the Town and the provision for such funding in each annual budget. The insurance benefits are subject to change with or without notice and in no way should this section be construed as a contract or guarantee of provision of these benefits beyond the current fiscal year. This policy supersedes all other policies relating to health/dental benefits.

**F. DEFINITION OF UNREDUCED BENEFITS**

The NC Local Government Employee's Retirement System classifies unreduced benefits to be one of the following:

- Law Enforcement Employees who are age 55 and have completed 5 years of creditable service as an officer **OR** 30 years of creditable service at any age.
- All General Employee's who are age 65 and completed 5 years of creditable service **OR** age 60 with 25 years of creditable service **OR** 30 years of creditable service at any age.

Revised 7/6/10

Revised 4/1/14

Revised

**Southern Shores Police  
Career Development Program  
5% raise for each step**

Classification	Grade	Years of Service	Performance Evaluations	Training
PO I		0-3	Must meet expectations on most recent annual evaluation	*Completion of Basic Law Enforcement Training (BLET) or lateral entry
POII		3 years (2 at SSPD or lateral transfer with 3 or more years of service)	Must meet expectations on most recent annual evaluation	*Radar Operator Certification *Intoximeter (DUI) * Mobile Data Terminal/ DCI * Introduction to Community policing or equivalent *50 hours of additional approved training *
Senior Police Officer		6 years (4 at SSPD)	Must meet expectations on most recent annual evaluation	*Police Law Institute *Field Training Officer *Alcohol Screening Testing Device *Standard Field Sobriety Testing * 50 Hours Of Additional approved training*
Senior Police Officer II		9 years (6 at SSPD)	Must meet expectations on most recent annual evaluation	*CIT Training * First Line supervisor School or othe approved supervisor school *50 hours of additional approved training*
Master Police Officer		12 years (9 SSPD)	Must meet expectations on most recent annual evaluation	*Leadership Development for law Enforcement or other approved leadership school * FTO Supervisor School *50 hours of additional approved training*

Master Officer II	15 years (12 at SSPD)	Must meet expectations on most recent annual evaluation	*2 of the following courses - General Criminal Investigations or equivalent Crime Scene investigations or equivalent SRO Certification Dare Certification Advanced Traffic Crash Investigations or other advanced traffic crash or traffic enforcement related school Approved advanced supervisor school * 50 hours of Additional approved Training*
Master Officer III	18 years (15 at SSPD)	Must meet expectations on most recent annual evaluation	* Obtains Instructor status or obtains one of the following - criminal investigators certificate, traffic cetificate, leadership certificate, school recoures officer certificate, community policing certificate or General Instrcutor Certification  *100 hours of additional approved training *
Corporal	Selected via assesment  process	Must meet expectations on most recent annual evaluation	*Intermediate Level Law Enforcement Certificate preferred
Corporal II	3 years at Corporal	Must meet expectations on most recent annual evaluation	*100 Hours of additional approved Training *Leadership Development for law Enforcement or other approved leadership school Supervisor School * FTO

Corporal III		3 years as Corporal II	Must meet expectations on most recent annual evaluation	<ul style="list-style-type: none"> <li>* Advanced Law Enforcement certificate preferred</li> <li>*100 hours of training specific to Leadership, Management or Supervision</li> <li>* Obtains Instructor status or obtains one of the following - criminal investigators certificate, traffic cetificate, leadership certificate, school recoures officer certificate, community policing certificate or General Instrcutor Certification</li> </ul>
Sergeant		Selected via assessment process	Must meet expectations on most recent annual evaluation	*Intermediate Level Law Enforcement Certificate preferred
Sergeant II		3 years as Sgt	Must meet expectations on most recent annual evaluation	<ul style="list-style-type: none"> <li>*100 hours of training specific to Leadership, Management or Supervision</li> <li>* Background Investigations</li> <li>*Leadership Development for law Enforcement or other approved leadership school</li> </ul>
Sergeant III		3 years as Sgt II	Must meet expectations on most recent annual evaluation	<ul style="list-style-type: none"> <li>*100 additional hours of training specific to Leadership, Management or Supervision. *</li> <li>Obtains General instrctors certification</li> <li>* General Instructor Certification</li> <li>*One of the following - criminal investigators certificate, traffic cetificate, leadership certificate, school recoures officer certificate, community policuing certificate or General Instrcutor certification .</li> <li>* Advanced Law Enforcement certificate preferred</li> </ul>

2.5 % raise for intermidiate certificate  
5.0 % raise for advanced Certificate

computed on the basis of the last salary plus any salary increase to which the employee would have been entitled based upon performance and other compensation policies.

During the disability covered by Workers Compensation benefits, an employee continues to earn annual leave, sick leave, and will retain all accumulated sick or annual leave.

Employees may use compensatory time off, sick leave and/or vacation leave both during the waiting period before Workers' compensation benefits begin, and afterward to supplement the remaining one-third of salary, except that employee may not exceed the regular salary amount using this provision.

### **Unemployment Compensation**

Town employees who are separated due to a reduction in force or released from Town service may apply for benefits through the local Employment Security Commission office, where a determination of eligibility will be made.

### **Employee Assistance Program**

All employees of the Town of Southern Shores and their spouse and children are encouraged to use the Vidant Employee Assistance Program. The services provided by the EAP are confidential and free for the first 6 visits. The EAP offers confidential counseling with a licensed behavioral health professional near your place of employment. To schedule an appointment employees may call 252-847-4357 or 877-843-7207. For more information about the Employee Assistance Program employees may also contact the Human Resources Department.

### **Tuition Assistance Program**

Full-time employees who have completed initial probation may apply for tuition reimbursement for courses taken on their own time, which will improve their skills for their current job or prepare them for promotional opportunities within the Town service. Tuition, registration, fees, laboratory fees, and student fees are eligible expenses. Employees may be reimbursed eligible expenses up to a total of one thousand dollars (\$1,000) per fiscal year. Satisfactory completion of the courses will be required for reimbursement Requests for tuition assistance shall be submitted to the Department Head prior to course registration. These requests are subject to the review and approval of Town Manager. These requests are also subject to the availability of funds.

### **Longevity Pay**

Employees shall receive longevity pay in the payroll following his/her anniversary date that reflects years of service. Employees shall receive longevity pay according to the following schedule:

<u>Years of Service</u>	<u>Longevity Amount</u>
0 - 4	\$ 0
5-9	500-1,000
10-14	1000-2,000
15-19	1500 3,000
20-24	2000 4,000
25 or more	2500 5,000

**PUBLIC WORKS MAINTENANCE TECHNICIAN  
TOWN OF SOUTHERN SHORES, NORTH CAROLINA**

**Primary Reason Classification Exists**

To perform a variety of unskilled and semi-skilled manual labor tasks and other duties as required in the maintenance of Town streets, storm drains, sidewalks, signs, buildings and grounds.

**Distinguishing Features of the Class**

An employee in this class maintains public infrastructure, rights-of-way, and landscaping. Work includes mowing various public rights of way and lands, patching asphalt, maintaining street signs, and general building and facility maintenance. Work is performed under the direction of the Public Works Supervisor and is evaluated by visual inspection of work, periodic meetings, compliance with safety procedures, and overall quantity and quality of work performed.

**Essential Duties**

- Mows various public grounds including street rights-of-way, bike paths, and other areas; trims and removes paper; prunes trees and limbs for sight distance and other needs; sprays pesticides.
- Participates in patching pot holes, utility cuts, sidewalk or storm sewer system repair; rakes asphalt; mixes, pours, and finishes concrete; removes trash and leaves; unstops storm sewers using rake or shovel; installs and replaces street signs; cuts back trees and brush to improve sight distances using chain saws; re-seeds or grades areas.
- Washes and cleans assigned equipment; performs routine servicing such as checking fluid level, tire pressure, changes oil and filters.
- Covers windows with plywood for storms; checks beach access ramps for functionality and safety; makes minor repairs; performs or assists with landscape projects.
- Completes work orders and maintains other simple records of work activity in manual and electronic formats
- Sets up rooms for meetings; moves furniture
- Cleans beach areas, dune crossings and other areas.
- Operates riding mower, tractor, bush hog, front end loader, and related equipment.
- May be required to work outside normal work hours in an emergency or on-call basis.
- Weekly custodial duties including but not limited to: sweeping, vacuuming and mopping floors in town owned facilities, removing trash and recycling, cleaning windows and doors, dusting, cleaning of offices, kitchen and bathrooms.
- Performs related tasks as required

**Knowledge, Skills, and Abilities**

- Working knowledge of hazards and applicable safety precautions associated with assigned area of work.
- Some knowledge of asphalt and concrete repair work, landscaping and general building repair
- Ability to operate light and medium equipment.



- Skill in the use of equipment to which assigned.
- Ability to perform manual labor for extended periods.
- Ability to interact courteously with the public
- Ability to establish and maintain effective working relationships with supervisor and crew members.
- Ability to follow instructions; ability to establish and maintain effective working relationships with associates.

**Physical Requirements**

Work in this class is defined as heavy work requiring physical exertion of in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of frequently, and/or up to 20 pounds of force constantly to move objects. Employee has to perform physical activities such as climbing, balancing, stooping, kneeling, crouching, reaching, walking, standing, pushing, pulling, lifting, grasping, feeling talking, and hearing. Employee must have the visual acuity to visually inspect small defects or parts, operation or inspection of machines and earth moving equipment, use measurement devices, and to determine the neatness and accuracy of work assigned. Employee must have the stamina to work for extended periods some of which in emergency situations.

**Working Conditions**

Work is performed primarily in outside environmental conditions including extreme heat and cold with rain, snow and ice. Employee is subject to noise which may cause the employee to shout in order to be heard above the ambient noise level. Employee is subject to vibration, such as exposure to oscillating movements of the extremities or whole body and is also subject to workplace hazards including proximity to moving mechanical parts or exposure to chemicals, oils, fuels, and potential for blood borne pathogens in raw untreated sewage. Employee is subject to atmospheric conditions due to exposure to fumes, odors, dusts and oils. May work in close quarters, crawl spaces, shafts, man holes, small areas of water lines, and other areas which could cause claustrophobia.

**Education**

Graduation from high school or GED

**Experience**

One (1) – three (3) years’ experience in general maintenance of facilities and buildings

**Special Requirement**

- Valid North Carolina driver’s license
- May be required to assist in storm/disaster event preparation and aftermath

**FLSA Status:** Non-Exempt

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Southern Shores reserves the right to assign or otherwise modify the duties assigned to this classification.

July 2021