



# Town of Southern Shores

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Ordinance No. 2016-06-01

## An Ordinance of the Southern Shores Town Council Adopting a Budget and Tax Rate for FY 2016-2017 and Continuing a Capital Project

**BE IT ORDAINED** by the Town Council of the Town of Southern Shores, North Carolina that the following be the various budgets for FY 2016-17:

### SECTION I. GENERAL FUND

- A. Appropriations: The following amounts are appropriated for the operation of the Town government and its activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Administration Department	\$ 1,019,953
Code Enforcement & Inspections Department	\$ 206,090
Fire Department	\$ 476,880
Ocean Rescue Services	\$ 161,550
Police Department	\$ 1,599,202
Public Works Department	\$ 384,721
Public Works Department – Streets, Bridges & Canals	*\$ 1,102,602
Sanitation Services	\$ 647,300
Contribution to Capital Reserve Fund	\$ 85,506
Contribution to Capital Reserve Fund for Canals	\$ 20,000

**Total General Fund Appropriations** **\$ 5,703,804**

- B. Estimated Revenues: It is estimated that the following revenues will be available during the fiscal year beginning July 1, 2016 and ending June 30, 2017 to meet foregoing appropriations:

Property Taxes- Current Year	\$ 2,827,865
Vehicle Taxes- Current Year	\$ 80,000
Property & Vehicle Taxes- Prior Years, Penalties and Interest	\$ 10,500
Subtotal: Property and Vehicle Taxes	\$ 2,918,365

Land Transfer	\$ 213,868
Local Option Sales Tax	\$ 871,763
Occupancy Tax	\$ 885,791
Other Intergovernmental Revenues	\$ 689,717
Building Permits & Fees	\$ 112,400
Other Revenues	\$ 11,900
	\$ 2,785,439

**Total General Fund Revenues** **\$ 5,703,804**

SECTION II. CAPITAL RESERVE FUND

<b>EXISTING CAPITAL RESERVE FUND BALANCE</b> (As of 6/30/15)	<b>\$50,767</b>
<u>Appropriations Authorized:</u>	
Transfer OUT to General Fund	\$ 0
 <u>Revenues Anticipated:</u>	
Transfer IN from General Fund for "Canal and Channel Maintenance"	\$20,000
Transfer IN from General Fund for Other Capital Projects	<u>\$85,506</u>
 LESS Balance for Canals and Channel as of adoption of this ordinance (Contributions from FY 14-15, 15-16, and 16-17)	 \$60,000
 TOTAL Balance for other Capital projects as of adoption of this ordinance	 \$96,273

SECTION III. CEMETERY FUND

<u>Appropriations Authorized:</u>	
Cemetery Maintenance and Beautification	\$ 11,180
 <u>Revenues Anticipated:</u>	
Transfer from Cemetery Fund-Undesignated Fund Balance (UFB)	\$ 10,180
Proceeds from Sales of Cemetery Plots	\$ 1,000
 <b>TOTAL FY 16-17 CEMETERY FUND REVENUES</b>	 <b>\$ 11,180</b>
 <b>EXISTING CEMETERY FUND-UFB BALANCE</b> (as of 6/30/15)	 <b>\$ 46,908</b>

SECTION IV. TAX RATE ESTABLISHED

There is hereby levied a property tax of twenty-two cents (\$0.22) on each one hundred dollars (\$100) valuation of real and personal taxable property in the Town of Southern Shores, as listed for taxes as of January 1, 2016 by the Dare County Tax Department, for the purpose of raising revenue included in "Property Taxes – Current Year" and "Vehicle Taxes – Current Year" in the General Fund, being Section I. B. of this Ordinance.

The rate of tax is based on an estimated total valuation of real and personal property for the purpose of taxation of \$ 1,288,527,495 with an estimated collection rate of 99.73%, and an estimated total valuation of vehicles of \$ 36,378,186 with an estimated collection rate of 99.96%. The estimated rate of collection is based on the fiscal year 2014-2015 collection rate pursuant to NCGS §159-13(b)(6).

## SECTION V. EXPENDITURES

All expenditures must be made in accordance with governing North Carolina General Statutes and adopted Town policies regarding purchasing and bidding as last updated by the Town Council. Notwithstanding, the Budget Officer is hereby authorized to expend funds consistent with the governmental functions and amounts shown as appropriated and to execute such documents necessary for same, excepting a \$100,000 appropriation for Dogwood Trail Physical Survey and a \$300,000 appropriation for NC Hwy 12-E. Dogwood Stormwater Flooding, both to Public Works Department-Streets, Bridges and Canals and both of which require further Council approval for actual expenditure. And excepting a \$65,470 appropriation for Contingency to the Administration Department, and which requires re-budgeting by a post-July 1, 2016 Budget Amendment to the Planning Department as an expenditure to cover an on-going multi-year contractual obligation.

And notwithstanding current Town policies regarding purchasing and bidding, the Budget Officer is authorized to execute documents for the following items or services in accordance with the specific appropriations established by this Ordinance or as the budget may be amended during the fiscal year:

1. Multi-year lease, lease-purchase, or purchase of vehicles and equipment.

Notwithstanding current Town policies regarding purchasing and bidding, the Budget Officer is also hereby authorized to execute documents for the following items or services in accordance with the specific appropriations\* established by this Ordinance or as the budget may be amended during the fiscal year:

2. Contracting services for Council-approved capital street improvement projects. \*

\*An amount of \$516,000 is included in the total amount appropriated in Section 1. A. for "Public Works Department – Streets, Bridges & Canals". This amount represents the total appropriation for capital street improvements for the fiscal year beginning July 1, 2016 and ending June 30, 2017. The Budget Officer is only authorized to expend these funds in accordance with the terms of this Budget Ordinance but only upon subsequent and separate adoption of an Ordinance establishing a "Capital Improvement Plan with Authority to Implement" by the Town Council for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

## SECTION VI. CAPITAL RESERVE FUND EXPENDITURES

Council-authorized withdrawals from the Capital Reserve Fund may continue to be made for the purposes outlined in that Fund's establishing resolution adopted March 6, 2007, and amended June 19, 2012. Withdrawals authorized by this Ordinance and be made to the General Fund are for such purposes consistent with the provisions outlined in NCGS §159-22.

## SECTION VII. CAPITAL PROJECT AND FUND ESTABLISHED [NCGS §159-13.2(b); §159-26(b)(6)]

Pursuant to authority granted in NCGS §159-13.2(b), the Town Council did heretofore (Budget Ordinance adopted for FY 2013-2014) establish a *Capital Project* as defined in NCGS §159-13.2(a)(1) and a *Capital Project Fund* within the meaning of NCGS §159-26(b)(6). The Capital Project, known as the "Canal Dredging Project Phase II", was established for the primary purpose of removing remaining accumulated spoil material from the submerged bottoms of Town-owned recreational and navigable canals located throughout the Town. Also included in the Capital Project was the secondary purpose of constructing improvements to buildings (or new construction) at the Town Hall complex. After all work of the Capital Project has been completed and all funds in the Capital Project Fund are depleted, the Capital Project and Capital Project Fund as described herein shall be terminated.

SECTION VIII. LEASE REVENUES

The Budget Officer is hereby authorized to negotiate in the best interest of the Town and execute such documents necessary for the realization of revenues or other consideration from lease or use of any Town property with a term not to exceed three years.

SECTION IX. BUDGET OFFICER LINE TRANSFER AUTHORIZATION

The Budget Officer is authorized to re-allocate intra-departmental appropriations among the various objects of expenditures as he believes necessary for appropriate budget performance, and is also authorized to affect inter-departmental transfers including from a Departmental contingency line, within the same Fund, not to exceed 10% of the appropriated monies for the Department whose allocation is reduced.

SECTION X. BUDGET OFFICER RESTRICTIONS

No salary increases may be made without approval of the Town Council. Inter-fund transfers not established in this budget document may be accomplished by authorization of the Town Council.

SECTION XI. FY 2016-2017 FEE SCHEDULE

The FY 2016 -2017 Town of Southern Shores Fee Schedule indicating the amount of each fee for service as indicated, is shown on Attachment A to this Ordinance and is hereby incorporated herein by reference and adopted as a part hereof.

SECTION XII. UTILIZATION OF BUDGET AND BUDGET ORDINANCE

This Ordinance and the Budget Document shall be the basis of the financial plan for the Town of Southern Shores, North Carolina Municipal Government during the fiscal year 2016-17. Copies of this Budget Ordinance shall be furnished to the Clerk of the Town Council and to the Budget Officer and Finance Officer, and is to be kept on file by them for their direction in the disbursement of funds.

ADOPTED this 7 day of June, 2016.

  
Mayor Tom Bennett

ATTEST:

  
Sheila Kane, Town Clerk



**BE IT ORDAINED BY THE SOUTHERN SHORES TOWN COUNCIL AS FOLLOWS:**

**TOWN OF SOUTHERN SHORES FEE SCHEDULE**

**AMENDMENT TO ORDINANCE 2007-01-03**

\* All fees shall include, whenever applicable, the reasonable cost of any expert advice obtained by the Town or other direct expenses incurred by the Town during the review of the application. All fees must be paid in full prior to any further reviews by the Town or prior to issuance of any permits sought, whichever comes first. Submitted fees shall not be refunded.

Item	Fee
<b>Miscellaneous:</b>	
Returned Checks (NSF)	Current Bank Fee
Cemetery Lot Purchase:	
TOSS Property Owners	\$500.00
Non-property Owners	\$2,000.00
Cemetery Cremains Plot Opening by TOSS	\$50.00
Cost of Copies	\$0.25 B/W \$0.30 Color
Annual Lease Fee –Town Canal-Street Right of Way	\$5.00
Beach Parking Tag-Replacement	\$75.00
<b>Planning</b>	
<b>Development Review:</b>	
Zoning Map Amendment	\$300.00
Zoning Text Amendment	\$200.00
Zoning Compliance Letter	
a. Residential	\$35.00
b. Commercial	\$75.00
Application to Board of Adjustment (includes cost of certified mailings and public notices)	\$350.00
Conditional Use Permit (includes cost of certified mailings and public notices)	\$300.00
Filing fee for site plan for dwelling or lodging unit, other than single-family detached homes, per unit.	\$50.00
Filing fee for commercial structures and improvements	\$0.10/SF
<b>Wireless Applications:</b>	
a. Application for new tower	\$200.00
b. Tower annual renewal	\$100.00
c. New collocation	\$100.00
d. Collocation annual renewal	\$50.00
<b>Subdivision Plat Review:</b>	
a. Exempt	\$50.00/lot
b. Subdivision	\$100.00/lot
<b>Building Inspections</b>	
<b>Plan Review:</b>	
Lot Disturbance and Stormwater Management Permit	\$100.00
Zoning Permit	\$50.00
Single family new construction	\$150.00
Single family addition or renovation minimum	\$100.00
<b>New Building Permits for Structures/Additions/Reconstruction:</b>	
Heated/living areas - Single Family	\$0.60/SF
All Others	\$0.75/SF
Non heating areas; i.e., deck, porch, garages, etc. - Single Family	\$0.30/SF

All Others	\$0.35/SF
Remodeling and alterations to existing structures - (no additional square footage, \$10.00 Per \$1,000 of Construction Cost)	\$10.00
Swimming Pools and Tennis Courts (flat fee)	\$125.00
Demolition	\$100.00
Sign	\$100.00
Bulkhead	\$100.00
Re-inspection charge	\$100.00
Work Proceeding Without Necessary Inspections	1/2 Permit Fee
Work Proceeding Without Necessary Permit	Double Permit Fee
<b>House Moving:</b>	
Out of Southern Shores	\$100.00
Within Southern Shores	\$250.00
Into Southern Shores from elsewhere	\$350.00
<b>Miscellaneous:</b>	
Contractors Licensing Board Fee (Homeowner's Recovery Fund)	\$10.00
CAMA Permit: minor development permit if the project is within the Ocean Hazard or Estuarine AECs and does not qualify for an Exemption.	\$100.00
Construction & Demolition Debris Disposal Permit	\$50.00
<b>NOTWITHSTANDING THE ABOVE, THE MINIMUM FEE SHALL BE:</b>	<b>\$100.00</b>