

Town of Southern Shores Fiscal Year 2018-2019



Proposed Operating Budget

Filed and Submitted May 1, 2018

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Town of Southern Shores

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May 1, 2018

Budget Message
Fiscal Year 2018-2019
[NC General Statute §159-1]

To the Honorable Mayor and Members of the Town Council:

I am pleased to report to you today submittal and filing of the proposed balanced budget - proposing no property tax increase in the Town's current property tax rate of 22.0 cents per \$100 of taxable property value. The Town of Southern Shores continues to provide the most services with the smallest work force at the lowest tax rate of any local government in Dare County. The proposed budget is balanced by projecting \$6,355,402 in revenues to fund \$6,355,402 in projected expenses to maintain the same level of services to citizens.

In accordance with the State of North Carolina's *Local Government Budget and Fiscal Control Act*, the proposed Town of Southern Shores operating budget for upcoming fiscal year 2018-2019 was filed today with the Town Clerk and will be available for public inspection beginning May 2, 2018. Public Notice of the proposed operating budget will be posted on the Town's bulletin boards, the Town's website, the Town's social media outlets, and in a Notice of Public Hearing to be published in accordance with NCGS §159-12 for a Public Hearing to be held June 5, 2018 at 5:30 PM in the Town Hall complex's Pitts Center.

During the Town's current fiscal year, a Budget preparation calendar was published by the Town giving Notice to the public of the annual budget preparation process outlined by State fiscal law, including meeting dates of the Town Council to direct any changes in Town policies, programs or services which the Budget Officer must project expenses and revenues for in the proposed budget. (Copy attached).

After the June 5, 2018 Public Hearing on the Budget Officer's filed proposed budget, the Town Council may further deliberate at its discretion on the components of this proposed budget. The Council may act after the Public Hearing and prior to July 1, 2018 - by either adopting the budget as proposed, or amending the proposed budget and adopting it as amended.

Real property development and construction industries in the Town of Southern Shores continue to experience growth. This translates into an increase in taxable property values and increased revenue for Town operations. The other major sources of revenue for the Town of Southern Shores, being occupancy tax, sales tax, and land transfer tax, are distributed to all municipalities in Dare County based on a formula established by State law. Each of these tax revenues are distributed to the municipalities in proportion to the amount of ad valorem taxes levied by each Dare County municipality for the preceding fiscal year.

The overall fiscal goal of the Town's administration continues to be the best possible delivery of all the Town's public municipal services in an economically feasible manner. By successfully accomplishing this goal each year, end-of-year budget savings and any realized unanticipated revenues automatically transfer into the Town's unassigned fund balance.

During the months of January and February of this calendar year and in accordance with the *Local Government Budget and Fiscal Control Act*, the Town's Budget Officer gathered from Department Heads the estimated costs of continuing to provide to our taxpayers the same basic services for the next fiscal year. Projected costs have been adjusted to indicate increases or decreases as appropriate. There are expenses for services which cannot be adjusted due to contractual obligations (i.e. fire protection, lifeguard services, solid waste collection, etc.). Funds from the Capital Reserve Fund have been proposed to fund a portion of the upcoming fiscal year's capital improvement projects. Prior to today's filing, an adjustment was made by the Budget Officer for the proposed \$20,000 annual expense for canal and channel maintenance reserve to reflect it being funded from the actual Capital Reserve Fund itself rather than from the General Fund.

For this upcoming fiscal year, an open-meeting budget work session was conducted on April 17th by the Town Council. Projected draft expenses and revenues (not a proposed, draft or preliminary budget) had been previously published on the Town website and released to the Town's sunshine list. Two Public Comment sessions were advertised on the meeting agenda and were offered at the meeting for the public to offer comment. The Town Manager-Budget Officer, the Finance-Human Resources Officer, and all Department Heads were present to assist in fully explaining projected costs and proposed expenses for their Departments to be able to deliver the Town's ongoing services. Each line of the projected operating expenses for next fiscal year was reviewed. A video replay of this budget session has been available on the Town's website since April 18, 2018 for the public to review at <https://www.youtube.com/watch?v=7ZPNnmaQ5Tk&feature=youtu.be>. The April 17th budget planning session meeting offered opportunity to any member of the Town Council to move the Council to direct any changes in Town policies, programs, or services - which would have resulted in the Budget Officer adjusting the projected expenses and revenues in the proposed budget filed today.

Proposed Budget Highlights for Fiscal Year beginning July 1, 2018:

1. Council-Directed Proposed Budget Expenses

Establish new employee classification for Deputy Town Manager/Town Planner increase effective July 1, 2018, Unanimous Approval February 6, 2018, Motion by Councilman Gary McDonald, Seconded by Mayor Pro Tem Chris Nason - \$ 13,477

Construction of East Dogwood Trail Pedestrian Path, Unanimous Approval February 20, 2018, Motion by Mayor Tom Bennett, Seconded by Councilman Gary McDonald - \$ 250,000

Increase in Annual Appropriation for Capital Street Improvements, Unanimous Approval February 20, 2018, Motion by Councilman Gary McDonald, Seconded by Councilman Fred Newberry - \$ 138,870

Implement an Architect's Assessment of Town Facility Needs, Unanimous Approval February 20, 2018, Motion by Mayor Tom Bennett, Seconded by Councilman Gary McDonald - \$ 26,370

Implement Coastal Engineer's Beach Vulnerability Study and Survey Update, Unanimous Approval March 6, 2018, Motion by Mayor Tom Bennett, Seconded by Councilman Jim Conners - \$ 94,000*

*Beach Survey Update portion (\$34,000) directed to not be proposed for FY 18-19, Unanimous Approval April 17, 2018, Motion by Mayor Tom Bennett, Seconded by Mayor Pro Tem Chris Nason.

2. Annual Town Work Force Expenses

- As reported to the Council prior to and during its April 17 budget work session, proposed employee expenses for this year make up 37% of the proposed budget (median of Dare County municipalities), will fund the smallest local government employed workforce in Dare County, and include the following for the Town's employee-positions' expenses:

Cost of Living Adjustment	2.50%
Health Insurance Premiums Increase	4.50%
FICA Contribution	7.65%
Retirement Contribution - Regular	7.75%
Retirement Increase - Law Enforcement Employees	8.50%
Employer 401k Contribution - Non-Law Enf. Employees	5.00%
Employer 401k Contribution - Law Enforcement Employees	5.00%
Dependents' Health Ins. Coverage Offset - "In Lieu of Benefits"	\$ 7,800

3. Finance/Administration Department

- As in previous years' recommended budgets, the projected budget for the upcoming fiscal year does not recommend any property tax rate increase.
- The Town continues to remain free of all debt obligations.
- The Town continues to maintain a healthy unassigned fund balance, well exceeding the Town's policy minimum, as determined by the Auditor as of June 30 of each fiscal year and for use in case of emergencies and unanticipated but necessary expenses.

4. Planning and Code Enforcement Department

- The project to update the existing Town Code of Ordinances continues into FY 18-19.

5. Police Department

- The continuation of the successful School Resource Officer program for protection of students and personnel at Kitty Hawk Elementary School is budgeted for this upcoming year.
- The Police Department will again be providing officers for the mutual effort of area local governments in having a presence at the US Highway 158 and NC Highway 12 intersection on "check-in" and "check-out" days this summer for the purpose of preventing traffic back-ups in the actual intersection itself.
- The Police Department will again be applying for several government grants for the purposes of obtaining modern equipment to enhance public safety in the Town. These grants have been appropriately budgeted as revenues and expenses accordingly.
- The Police Department's Community Resource Officer Program will continue this summer as a vital asset for recreational use of the Town's public trust ocean beach.

6. Public Works Department & Infrastructure Improvements

- Since 2015, by practice the Town Council holds a separate Public Hearing after budget adoption for proposed adoption of a prioritization of capital street improvements for the upcoming year based on a recommendation from the Council's Capital Infrastructure Improvement Planning (CIIP) Committee. This additional procedure adds yet another layer of opportunity for public input for attention to needed infrastructure improvements. The CIIP Committee's upcoming recommendation to the Council may be viewed on the Town's website at

<https://www.southernshores-nc.gov/wp-content/uploads/2018/04/CIIP-Apr-4-2018-Meeting-Minutes.pdf> .

- This year's proposed budget again recommends an appropriation to be used for Town-owned bulkhead repair and replacement.
- Funds for the expense of annual stabilization of the dunes along the public trust ocean beach (vegetation planting) are again projected in the annual budget. The revenue for this expense is obtained annually from the Town's designated portion of Dare County occupancy tax.

7. Planning for Fire Department Future Facility Needs

This year's proposed budget recommends an increase in compensation of \$60,000 to the Southern Shores Volunteer Fire Department, Inc. for its contracted fire services, based on the Fire Department's critical need of an employed Deputy Fire Chief as was previously briefed to the Council by the Fire Chief and requested in the Department's annual submitted budget. Also included in the budget is a proposed expenditure of \$ 267,700 for projected debt service cost reimbursement to the Fire Department for the remainder of FY 18-19 in the case of the Town Council committing (after construction and finance bid openings in Fall 2018) to participation in the Fire Department's financing construction of a new fire station.

8. Budget Rollovers

- As reported to the Council at its April 3rd and April 17th meetings, certain projected expenses - for the current Fiscal year 2017-2018 - which are legally obligated -will not be totally incurred by June 30, 2018 and will therefore revert to the Town's unassigned fund balance at midnight June 30, 2018. These legal obligations will continue beyond June 30, 2018, and therefore in accordance with accounting standards will need to be re-appropriated by the Town Council in the form of adoption of recommended budget amendments at the next available meeting of the new fiscal year 2018-2019.

Peter Rascoe
Budget Officer/Town Manager

**FY 18-19 Assessed Value and Levy
and Tax Rate Equivalency**

\$ 1,314,004,639 Assessed Value as of Jan 1, 2018

(x) .22 current ad valorem Tax Rate

(+) 749 Late Listing Penalties

(=) \$ 2,891,559 Total Levy

(+) growth

(x) 99.65% FY 16-17 Collection Rate

(=) \$ 2,903,049 Ad Valorem Tax Revenue Budgeted

(÷) .22 Current ad valorem Tax Rate

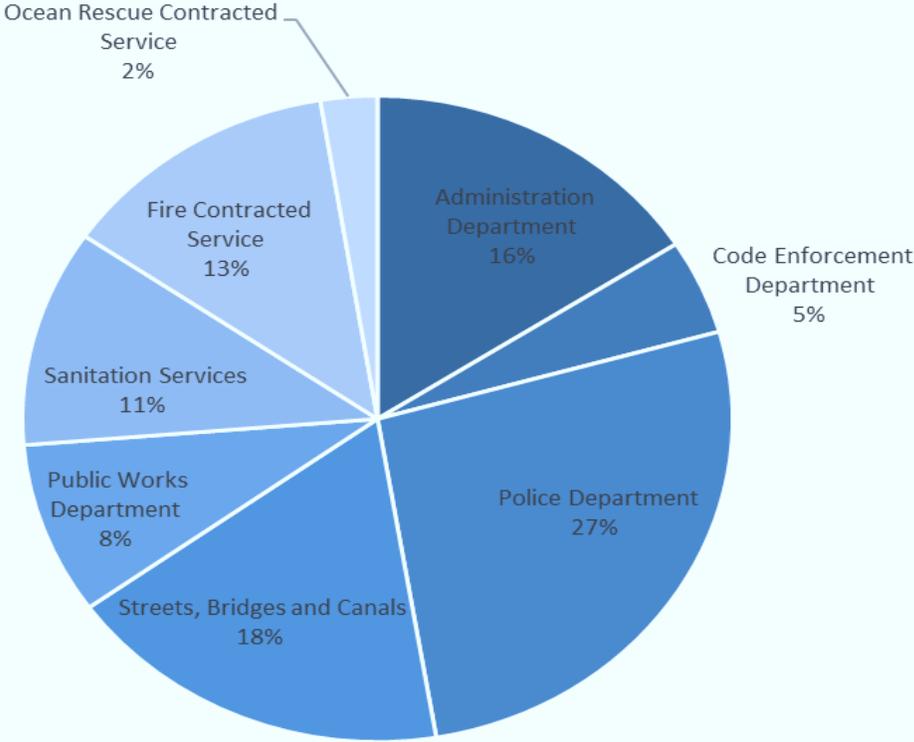
(=) One penny (.01) of the tax rate generates revenue of **\$ 130,974**

Budget Preparation Calendar for Fiscal Year 2018-2019

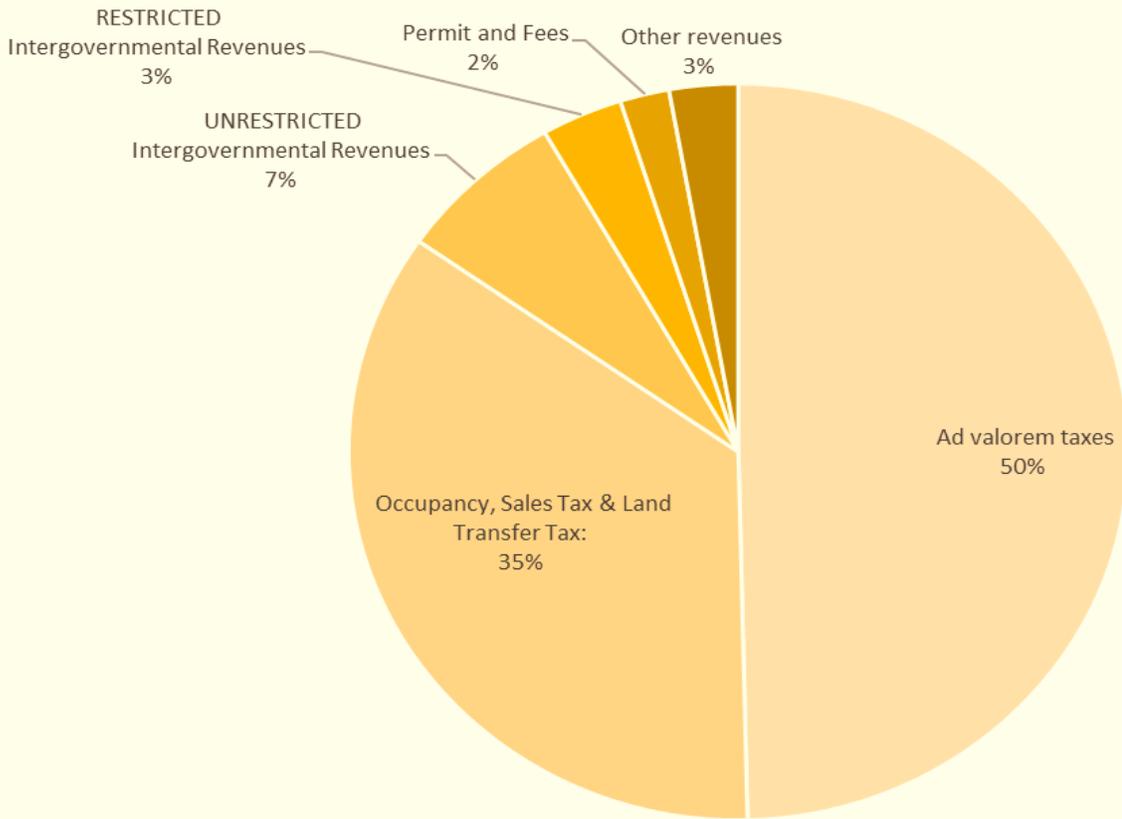
In accordance with Chapter 159 of the NC General Statutes [NC Local Government Budget and Fiscal Control Act]

- **March 20, 2018 - 9:00 AM Special Meeting (Work session for annual budget planning)** - projected budgeted expenditures review – Changes in Budget Officer’s draft projections may be directed by action of the Council. (Cancelled due to Town not receiving projected revenues to be distributed to each municipality by state law as computed by the Dare County Finance Office.)
- **April 17, 2018 - 9:00 AM Special Meeting (Work session for annual budget planning)** - projected revenues review and further projected expenditures review - Changes in Budget Officer’s draft projections may be directed by action of the Council.
- **May 1, 2018 - 5:30 PM Regular Meeting** - Budget Officer officially files his recommended budget to Council (inclusive of any previous Council directives) with the Clerk - (Clerk makes Budget Officer’s filed-recommended budget document available for public inspection, and publishes notice of June 5, 2018 Public Hearing
- **June 5, 2018 - 5:30 PM Regular meeting** - Public Hearing (separate from public comment periods) on the FY 2018-2019 filed recommended budget. Council may adopt, with changes, after the public hearing, and must adopt at any time through June 30.
- **June 5, 2018 - 5:30 PM Regular Meeting** - Publication of CIIP Committee-recommended Capital Infrastructure Improvement Plan for FY 2018-2019.
- **July 10, 2018 - 5:30 PM Regular Meeting** - Public Hearing on CIIP Committee-recommended Capital Infrastructure Improvement Plan for FY 2018-2019 - Council may direct changes prior to adoption, or not adopt.

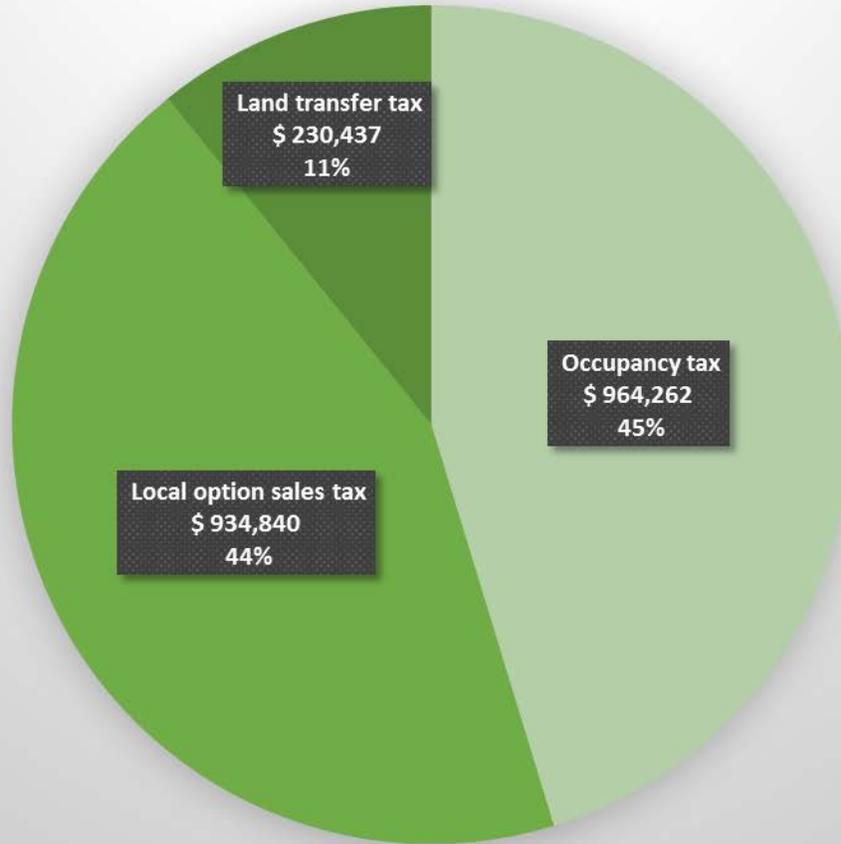
General Fund Expenditures FY 18-19



General Fund Revenues



Occupancy, Sales Tax & Land Transfer Tax



GENERAL FUND SUMMARY						
	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
Revenues:						
Ad valorem taxes	2,935,930	2,951,740	2,980,030	3,013,549	3,013,549	
Occupancy, Sales Tax & Land Transfer Tax:	2,079,459	2,072,762	2,070,273	2,129,539	2,129,539	
UNRESTRICTED Intergovernmental Revenues	479,417	455,591	450,600	426,622	426,622	
RESTRICTED Intergovernmental Revenues	1,007,043	870,805	201,514	205,264	205,264	
Permit and Fees	122,769	132,252	115,000	124,000	124,000	
Other revenues	77,599	67,693	533,060	173,600	173,600	
SubTotal:	6,702,217	6,550,843	6,350,477	6,072,574	6,072,574	
Transfer IN from Cap. Res. Fund for Cap. Projects	-	-	22,000	282,828	282,828	
Appropriated-Undesignated Fund Balance	-	-	447,251			
Total:	6,702,217	6,550,843	6,819,728	6,355,402	6,355,402	
Expenditures:						
Administration Department	954,363	916,080	982,780	1,007,163	1,007,163	
Code Enforcement Department	210,681	222,603	287,468	300,472	300,472	
Police Department	1,438,850	1,460,868	1,662,310	1,692,147	1,692,147	
Streets, Bridges and Canals	1,754,576	1,594,164	1,611,664	1,123,597	1,123,597	
Public Works Department	406,739	406,564	432,826	546,444	546,444	
Sanitation Services	674,620	630,540	657,486	688,465	688,465	
Fire Contracted Service	475,505	476,880	749,625	813,614	813,614	
Ocean Rescue Contracted Service	158,126	161,550	161,550	163,500	163,500	
Total Operating General Fund Expenditures	6,073,460	5,869,249	6,545,709	6,335,402	6,335,402	
Transfer OUT to Capital Reserve Fund- Canals	20,000	20,000	20,000	20,000	20,000	
Transfer OUT to Capital Reserve Fund			254,019			
			6,819,728	6,355,402	6,355,402	
REVENUES OVER (UNDER) EXPENDITURES	628,757	681,594	-	-		
.01 = \$130,974						

GENERAL FUND						
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 18-19
REVENUES	Actual	Actual	Amended	Requested	Recommended	Adopted
AD VALOREM TAXES:						
Property taxes - current year	2,832,305	2,849,641	2,877,530	2,903,049	2,903,049	
Property taxes - prior years	9,523	2,422	5,000	5,000	5,000	
Vehicle taxes - prior years	69	5	2,500	2,500	2,500	
NCVTS	90,626	96,829	92,000	100,000	100,000	
Tax penalties and interest	3,407	2,843	3,000	3,000	3,000	
Total Ad Valorem Taxes	2,935,930	2,951,740	2,980,030	3,013,549	3,013,549	
Occupancy, Sales Tax & Land Transfer Tax:						
Occupancy tax	948,488	926,873	942,358	964,262	964,262	
Local option sales tax	894,212	923,481	910,799	934,840	934,840	
Land transfer tax	236,759	222,408	217,116	230,437	230,437	
Total Occupancy, Sales Tax & Land Transfer	2,079,459	2,072,762	2,070,273	2,129,539	2,129,539	
UNRESTRICTED INTERGOVERNMENTAL REVENUES:						
Utilities franchise tax	281,555	259,610	254,000	237,120	237,120	
Video Programming Tax	69,122	70,180	70,000	67,372	67,372	
Telecommunications tax	27,499	27,398	25,000	23,730	23,730	
PEG Channel Revenue	28,071	27,683	28,500	25,000	25,000	
ABC revenues	59,175	55,571	58,000	58,000	58,000	
Beer and Wine Tax	12,599	13,198	13,000	13,000	13,000	
Solid Waste Disposal Tax	1,396	1,951	2,100	2,400	2,400	
Total Unrestricted Intergovernmental Revs	479,417	455,591	450,600	426,622	426,622	
RESTRICTED INTERGOVERNMENTAL REVENUES:						
Powell Bill	119,567	119,047	119,000	119,000	119,000	
Governor's Crime Commission	13,693	-	29,764	-	-	
COPS Grant- DOJ	41,173	47,126	-	-	-	
GHSP Grant	-	-	18,750	15,000	15,000	
GCC Grant	-	-	-	37,264	37,264	
Controlled Substance tax	406	75	-	-	-	
Government Access Channel Grant	10,000	4,200	10,000	10,000	10,000	
Shoreline Stabilization	24,000	24,000	24,000	24,000	24,000	
NCDOT Grant	798,204	218,125	-	-	-	
US Dept of Homeland Security- FEMA	-	373,776	-	-	-	
NC Dept Public Safety-DEM-FEMA	-	84,456	-	-	-	
Total Restricted Intergovernmental Revs	1,007,043	870,805	201,514	205,264	205,264	

REVENUES	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
PERMITS AND FEES:						
Building permits	103,446	106,618	96,000	103,000	103,000	
Plan review fees	8,176	11,670	7,000	8,000	8,000	
CAMA fees	3,380	2,740	2,500	2,500	2,500	
Planning board fees	2,450	3,350	1,000	2,000	2,000	
Court costs and fees	1,017	974	1,000	1,000	1,000	
Parking and other fines	4,300	6,900	7,500	7,500	7,500	
Total Permits and Fees	122,769	132,252	115,000	124,000	124,000	
Other Revenues:						
Interest income	11,251	26,230	22,000	45,000	45,000	
Charter Communications	18,324	1,587	-	-	-	
Sale of fixed assets	10,222	20,722	-	-	-	
Rental Income	9,900	1,700	2,400	2,400	2,400	
Miscellaneous	2,138	5,945	5,960	5,000	5,000	
Body Armour Grant	1,951	1,065	1,200	1,200	1,200	
Outer Banks Community Foundation	1,500	1,000	1,500	1,000	1,000	
Insurance proceeds	22,313	9,444	-	-	-	
Dare County Beach Noursihment Grant	-	-	500,000	-	-	
Dare County Tourism Bureau	-	-	-	119,000	119,000	
Total Other Revenues	77,599	67,693	533,060	173,600	173,600	
Total Other Revenues	3,766,287	3,599,103	3,370,447	3,059,025	3,059,025	
TOTAL REVENUE BEFORE TRANSFERS						

ADMINISTRATION DEPARTMENT	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
Salaries	355,769	362,528	370,119	375,114	375,114	
FICA	25,490	25,951	29,737	30,120	30,120	
Retirement	42,208	44,580	46,265	47,827	47,827	
Group Health insurance	44,968	42,424	45,809	47,565	47,565	
Council Compensation	15,554	18,600	18,600	18,600	18,600	
Council Travel & Training	-	-	1,500	2,000	2,000	
Unemployment Payments	519	-	-	-	-	
Legal services	52,480	48,555	61,500	61,500	61,500	
Audit services	16,069	16,000	16,250	17,000	17,000	
Payroll services	7,861	6,410	7,500	7,500	7,500	
Computer services	58,384	72,970	52,200	58,887	58,887	
Insurance and bonds	84,036	67,818	75,000	75,000	75,000	
Advertising	823	770	1,000	1,000	1,000	
Travel	8,964	7,390	8,800	15,000	15,000	
Telephone	28,631	30,914	28,600	30,000	30,000	
Utilities	20,275	20,151	25,000	25,000	25,000	
Dues/subscriptions	7,564	6,903	10,000	10,000	10,000	
Training	7,792	4,269	10,300	13,500	13,500	
Supplies	9,847	8,669	10,000	13,000	13,000	
Postage	1,572	1,512	2,000	2,000	2,000	
Equipment lease & maintenance	22,605	8,931	12,000	12,000	12,000	
Municipal Elections	3,570	-	4,300	-	-	
Dare County & NCVTS tax collection	46,838	46,662	48,000	50,000	50,000	
Gov't. Access Channel (PEG Channel)	28,071	27,683	28,500	26,500	26,500	
Gov't. Access Channel Membership	1,000	1,000	1,000	1,000	1,000	
Municode publishing	2,835	2,896	5,000	5,000	5,000	
Vehicle Operations	171	140	500	500	500	
EE Recognition & Appreciation	7,290	7,020	8,500	8,500	8,500	
Wellness Initiative	868	2,692	3,000	3,000	3,000	
Contracted Services	1,068	2,635	-	3,000	3,000	
Misc.	-	3,067	10,000	10,000	10,000	
Technology Update- Pitts Center	10,276	4,200	10,000	10,000	10,000	
Recording of Meetings	5,242	5,350	11,800	7,050	7,050	
Cleaning of Town Buildings	16,430	17,390	20,000	20,000	20,000	
Capital Outlay- Vehicle	19,293	-	-	-	-	
Total	954,363	916,080	982,780	1,007,163	1,007,163	

PLANNING & CODE ENFORCEMENT						
	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
Salaries	125,029	127,206	150,961	178,938	178,938	
FICA	10,008	10,116	11,633	13,689	13,689	
Group Health insurance	22,110	21,484	23,348	24,746	24,746	
Employee retirement	15,517	16,622	16,159	18,913	18,913	
Contracted Services	21,095	19,290	20,700	11,800	11,800	
Printing	202	475	1,000	1,000	1,000	
Advertising	528	834	1,000	1,000	1,000	
Travel	-	147	1,000	4,536	4,536	
Dues/subscriptions	170	120	500	350	350	
Training	-	200	1,500	5,000	5,000	
Supplies	404	634	1,200	1,000	1,000	
Vehicle Maintenance	-	-	2,000	1,000	1,000	
Capital Outlay- Vehicles	-	-	-	30,000	30,000	
Vehicle operations	788	652	1,000	1,000	1,000	
Homeowners Recovery fee	477	585	1,000	1,000	1,000	
Flood Zone Map Mailing	1,810	1,505	2,000	2,000	2,000	
Misc	14	100	1,000	1,000	1,000	
Historic Landmark Designation	-	-	5,000	2,000	2,000	
Town Code Update	12,529	22,633	44,467			
BOA transcription	-	-	2,000	1,500	1,500	
Total Code Enforcement	210,681	222,603	287,468	300,472	300,472	-

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 18-19
POLICE DEPARTMENT	Actual	Actual	Amended	Requested	Recommended	Adopted
Salaries	826,744	819,660	879,121	885,472	885,472	
Holiday	29,128	29,179	25,000	25,000	25,000	
Overtime	11,411	11,575	20,000	20,000	20,000	
FICA	65,767	64,986	70,697	71,182	71,182	
Group Health insurance	113,446	104,519	118,163	122,725	122,725	
Employees retirement	104,238	110,685	120,565	123,642	123,642	
Career Development	1,000	1,000	3,700	3,000	3,000	
Computer services	6,646	2,830	9,300	8,500	8,500	
Printing	-	-	1,000	1,000	1,000	
Advertising	-	603	-	-	-	
Travel	10,730	7,162	12,000	12,000	12,000	
Dues/subscriptions	1,899	1,045	1,500	1,500	1,500	
Training	5,697	12,199	15,500	15,000	15,000	
Medical testing	-	714	1,000	1,000	1,000	
Uniforms	15,428	14,070	14,000	20,000	20,000	
Supplies	32,146	33,138	37,200	37,200	37,200	
Contracted Services	9,105	13,718	22,500	19,000	19,000	
Equipment lease & maint.	3,050	4,250	5,000	5,000	5,000	
Equipment purchase	49,201	70,998	63,600	73,000	73,000	
Vehicle maintenance & repair	19,849	17,884	28,000	28,000	28,000	
Vehicle operations	25,057	25,566	35,000	35,000	35,000	
Misc.	107	-	5,000	10,000	10,000	
Capital Outlay- Vehicles	70,919	77,023	83,000	85,000	85,000	
GCC Grant- Radios	14,605	14,480	37,264	37,264	37,264	
GHSP Grant- Body Cams	-	-	25,000	25,000	25,000	
Total	1,416,173	1,437,284	1,633,110	1,664,485	1,664,485	-
Sep. Allowance Transferred to Pension Fund	22,677	23,584	29,200	27,662	27,662	
Total Police	1,438,850	1,460,868	1,662,310	1,692,147	1,692,147	-

Streets, Bridges and Canals	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
Street Sign Maintenance	4,974	6,414	4,000	4,000	4,000	
Engineering & Arborist Services	1,794	3,350	5,000	5,000	5,000	
Street Maintenance	54,278	19,250	57,202	57,202	57,202	
Brush Trimming	7,650	11,900	20,000	20,000	20,000	
Bridge Maintenance	915	2,125	1,500	2,125	2,125	
Beach Profile Study	-	850	33,108	60,000	60,000.00	
Beach Nourishment Engineering	-	40,316	-	-	-	
Beach Nourishment - Legal	-	29,636	-	-	-	
Beach Noursihment	-	0	1,000,000	-	-	
Hurricane Matthew Recovery	-	414,050	-	-	-	
Osprey Lane	-	154,082	850	-	-	
Juniper Trail	-	186,768	2,200	-	-	
Juniper/Trinite Trail Bridge	-	7,223	-	-	-	
Fairway Drive	150	-	225	-	-	
Pintail Court	4,918	-	-	-	-	
Scuppernonq Lane	38	-	-	-	-	
N,S & E Dogwood Intersection	75	3,563	1,500	-	-	
Yaupon Trail	1,163	6,660	1,282	-	-	
N. Dogwood Trail # 280 293	59,397	-	-	-	-	
Beech Tree St. Project	166,532	56	-	-	-	
Bear Track Lane	71,563	-	-	-	-	
Wild Swan Lane	19	131,085	113	-	-	
Fox Grape Lane	249,751	75	-	-	-	
Hollow Beach Court	70,714	-	2,750	-	-	
Palmetto Lane	-	-	162,575	-	-	
Clam Shell Trail	-	-	187,754	-	-	
Skyline Dr. Intersection	-	-	52,898	-	-	
FY 17-18 Infrastructure Projects	-	-	1,593	-	-	
East Dogwood Bike Path	-	-	-	250,000	250,000	
FY 18-19 Infrastructure Projects	-	-	-	654,870	654,870	
Tall Pine Bridge	997,755	(12,923)	-	-	-	
Waterway Maintenance and Repair	400	400	400	400	400	
Storm Debris Cleanup	-	67,300	16,778	20,000	20,000	
Bulkhead Maintenance and Repair	62,490	79,110	45,000	50,000	50,000	
NC Hwy12-E. Dogwood Stormwater Flooding	-	412,874	14,936	-	-	
Dogwood Trail Physical Survey	-	30,000	-	-	-	
Total	1,754,576	1,594,164	1,611,664	1,123,597	1,123,597	

PUBLIC WORKS DEPARTMENT						
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 18-19
	Actual	Actual	Amended	Requested	Recommended	Adopted
Salaries	209,340	206,910	206,889	288,507	288,507	
FICA	15,092	14,774	15,827	22,071	22,071	
Group Health insurance	38,373	32,706	35,193	34,066	34,066	
Employee retirement	23,442	24,248	24,855	34,618	34,618	
Training	4,410	1,300	2,000	2,000	2,000	
Printing	-	225	600	600	600	
Travel	2,417	-	2,000	2,000	2,000	
Uniforms	3,779	3,582	3,500	3,500	3,500	
Dues and Subscriptions	489	753	330	330	330	
Supplies	3,204	36,226	7,960	8,500	8,500	
Advertising	1,096	723	450	450	450	
Safety Compliance	586	819	1,100	1,300	1,300	
Town buildings maintenance & repairs	25,948	30,276	33,022	33,022	33,022	
Beautification-grounds	11,499	5,028	5,000	5,000	5,000	
Equipment lease & maintenance	5,167	5,633	3,000	5,500	5,500	
Vehicle maintenance & repair	1,977	1,264	3,000	3,000	3,000	
Vehicle operations	5,434	4,987	7,000	9,000	9,000	
Misc	593	950	950	1,000	1,000	
Capital Outlay- Equipment	27,609	4,499	-	-	-	
Capital Outlay- Vehicle	-	-	-	35,000	35,000	
Medical Testing	131	294	150	150	150	
Equipment Purchase	-	-	26,000	4,460	4,460	
Boat purchase-(From CRF-Canals)	-	-	22,000	-	-	
Shoreline Stabilization	24,000	31,254	30,000	24,000	24,000	
Parking Lot Maintenance	2,153	113	2,000	2,000	2,000	
Facilities Assessment	-	-	-	26,370	26,370	
Total	406,739	406,564	432,826	546,444	546,444	-

Administrative Services

Mission

The Administrative Services Department conducts the overall administration of the Town as prescribed by the North Carolina General Statutes. Personnel coordinate all Town operations and activities in accordance with the specific provisions and authorities of Chapter 160 (Cities and Towns) of the North Carolina General Statutes, the Town Charter of the Town of Southern Shores granted by the North Carolina General Assembly on March 26, 1979 in Chapter 203 of the 1979 Session Laws, the *North Carolina Local Government Budget and Fiscal Control Act* [NCGS Chapter 159, Article 3] and the Town of Southern Shores adopted *Council Rules of Procedure*. Personnel implement all policies and actions adopted and directed by the Town Council.

FY 18-19 Budget Highlights

Personnel

- **Salaries** – Includes annual 2.5% cost of living adjustment.
- **FICA** – Social Security and Medicare rate of 7.65%. Includes FICA withheld for Council Compensation.
- **Retirement** – Mandatory rates for FY 18-19 set by the State LGERS Board of 7.75% for General Employees. 5% annual Town contribution to 401k for all employees.
- **Group Health Insurance** – Insurance rates reflect approximately a 4.5% increase.
- **Council Compensation** - \$4,200/yr for Mayor, \$3600/yr for Council Members
- **Unemployment Rates**- Reimbursable employers are required to maintain 1% of taxable wages in their account. Town currently has required amount of \$5,800.00. Currently there are no pending claims, however if a claim is paid out in the future, budget will need to be increased to cover mandatory replacement of funds expended from account.

Professional Services

- **Legal Services** - Retainer cost is \$30,000/yr +\$185/hr).
- **Audit Services** – Cost of required annual audit. Contracted with Dowdy & Osborne, CPA firm in Nags Head.
- **Payroll Services** – Fees for processing payroll, quarterly payroll reports and COBRA administration.
- **Computer Services** – Third year of three-year service contract, includes monthly charges to replace all computers and will include service calls, Office 365 licenses and cloud based sharing. Includes quarterly charges for the website maintenance. Includes Stanley door update and network and wiring cleanup for the Public Works Shop.

Operations

- **Insurance** – All insurance (general liability, property and casualty, worker's compensation) and bonding costs.
- **Advertising** – Projected as actual costs for advertising for current FY 16-17. Includes cost of publishing notices for Council meetings and public hearings.
- **Travel** – Overnight stays, meals and mileage reimbursement for training for, Town Manager, Town Clerk, Finance/Personnel Officer and the Administrative Assistant.
- **Council Travel and Training**- training and travel for Council, including, but not limited to, the annual NCBIWA conference.

- **Telephone** –Land lines and cellphones for all Departments of the Town. Includes \$1800.00 for mask communication with Dare County.
- **Utilities** – Electricity, internet and water for all Town buildings and natural gas at PW building
- **Dues/Subscriptions** – Memberships for Chamber of Commerce, NC League of Municipalities, UNC School of Government, NC Beach, Inlet & Waterway Association, International Institute of Municipal Clerks, Organization of Municipal Personnel Officers, NC-International Personnel Management Association, International Personnel Management Association, NC Government Finance Officers Association, NC Association of Municipal Attorneys, and newspaper subscriptions.
- **Training** – NC City and County Manager’s Conference, Clerk Certification Class, Finance Officer’s Summer and Spring Conference, OMPO Fall Conference, NC-IPMA Spring Conference, IPMA Spring and Fall Conference, Public Employment Law Update, and training classes through UNC School of Government.
- **Supplies** – Cost of office supplies (paper, pens, staples, etc).
- **Postage** – Stamps for all mailings, bills, etc
- **Equipment Lease & Maintenance** – Town Hall copiers and water coolers.
- **Dare County Tax Collection** – Expense (1.5%) to Dare County for collection of Town property taxes.
- **Gov’t Access Channel (PEG)** –Town receives this from the State and appropriates to Dare County for the Government Access Channel.
- **Gov’t Access Channel membership** – Annual membership expense.
- **Town Code publishing** – Annual cost to MuniCode for constant publishing updates.
- **Vehicle Operations** – Fuel costs attributed to Administrative Dept. for use of Town vehicle.
- **EE Recognition & Appreciation** – Annual morale and appreciation events for Town employees. Annual July 4th employee and families, and Council members picnic, all-employee annual Christmas party, all-employee work anniversary luncheon, and monthly employee group birthday recognitions.
- **Wellness Initiative** – Annual expense providing reimbursement subsidies to qualifying employees establishing and maintain good physical fitness, health, and wellness – Results in lower rate of employee work absences due to illness and injury; and lower risk of work-related injury adversely affecting worker’s compensation insurance premiums. Qualifying subsidies fund portions of active gym memberships, fitness training, run-cycle events, and diet counseling.
- **Misc** – Annual projection for unbudgeted and unanticipated necessary administrative costs.
- **Technology Update-Pitts Center** – Expense of any received grant money from Dare County Government Education Access Channel Committee to fund audio-visual technology upgrades at Pitts Center.
- **Recording of Meetings** – Videographing 12 night meetings @ 4 hours each (\$250 first 2 hours/\$100 per hour after) and 3 workshops @ 5 hours each.
- **Cleaning of Town Buildings** – Weekly janitorial of all Town buildings and Spring deep cleaning.

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.

FY 18-19 Budget Highlights

Personnel

- **Salaries** – Salaries include a full year for the part time Building Inspector, and increases for Deputy Town Manager-Planner and Permit Officer for added duties and responsibilities.
- **FICA** – Social Security and Medicare rate of 7.65%. Includes FICA withheld for Council Compensation.
- **Retirement** – Mandatory rates for FY 18-19 set by the State LGERS Board of 7.75% for General Employees. 5% annual Town contribution to 401k for all employees.
- **Group Health Insurance** – Insurance rates reflect approximately a 4.5% increase. Actual numbers will come in May.

Contracted Services

- Funding for initial year subscribing to citizenserve permitting software.
- Includes \$9,800 for first year and \$2,000 for unexpected expenses. Each additional year fee is \$3,600

Printing

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

Advertising

- Funding for public/legal notice publications.

Travel

- Funding for meals and overnight accommodations usually associated with training.
- Increased by \$3,356 for meals and accommodations for UNC SOG Municipal and County Administration course in Chapel Hill, NC. from September, 2018 through April, 2019.

Dues/Subscriptions

- Funding for media subscriptions and employee certifications.
- Decreased by \$350 to reflect previous year's actual costs.

Training

- Funding for continuing education.

- Increased by \$3,500 UNC SOG Municipal and County Administration course in Chapel Hill, NC. from September, 2018 through April, 2019.

Supplies

- Funding for materials and equipment.
- Decreased by \$200 to reflect previous year's actual costs.

New Vehicle

- New item for \$30,000 for Ford F-150 4x4 including Town logo stickers.

Vehicle Maintenance and Repair

- Funding for maintenance and repairs for the Department's only vehicle.
- Decreased by \$1,000 due to acquisition of a new vehicle and releasing current Department's vehicle (Ford Escape).

Vehicle Operations

- Funding for vehicle fuel.

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).

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.

Historic Landmarks Commission

- Decreased by \$3,000 due to in-house property research for potential Historic Landmark reports.
- Funding for plaques/monuments for designated Historic Landmarks.

Town Code Update

- Funding for contracted service with CodeWright Planners for the Town Code Update Project will need to be brought to Council in July or August for a budget amendment.
- Decreased to reflect remaining budget for project completion which includes work in Task 3, Task 4, graphics, and copies.

BOA Transcription

- Funding for a transcriptionist for Planning Board meetings in which the Board performs the duties of the Board of Adjustment.
- Decreased by \$500 to reflect previous year's actual costs.



Southern Shores Police Department

Budget Justification Summary Report 2018-2019

(proposals, prices, and needs noted below are subject to change without notice. They may also depend upon availability, prices and/or unforeseen needs that may arise during the FY2018/19. These proposals are not inclusive of all the department's needs/requirements, and are only a summary)

2/23/18

Line Item

Career Development- Decrease \$1500 from \$4500 to \$3000 – Tuition 2 officers, 4 yr. degrees possible for 2 officers

Computer Services- Same \$8500 RMS- \$4500.00, covers Shoshin non- contract for our MDT/Laptops. Install updates in vehicles. DCI Computer upgrade.

Printing- Remain same \$1000.

Advertising- Remain same 0.

Travel- Remain same \$12,000.00 To cover SRO refresher school, possible DARE refresher, covers officers schools/training, F/A, Radar, Taser, PT (\$12,000) covers meals/lodging.

Dues/Subscriptions- Same \$1500. (FBINA, FBINC, NCCOP, FA)

Training- Same \$15,000. ~~(\$500-Dare)~~SRO refresher training, PO's training- P/T, F/A. DARE covers schools not free like Salemburg, Edneyville 8hr travel time. Gym-\$125 x 13=\$1625, Dare-\$1200, SRO Refresh-\$800,(\$4725) F/A's,Taser, Radar x 12 officers- Simunitions New training

Medical Testing- Same \$1000. Emerg. Need in case New hire (\$800) minimum

Uniforms- Remain same \$20,000 This includes officer dry cleaning – 1 shirt, 1 pair pants, Pant 5.50x2=11.00 shirt 3.50x2=7.00 =936.00 per officer per yr x 11 officers=\$10296.00. The average cost to replace worn/damaged basic Class A uniforms is approx. \$600.00 per officer, and this cost includes the basic: 2-pair of pants, 2-s/s shirts, 2-L/s shirts and 1-shoes x 2 (Class B's additional \$400 per officer). Galls.

Pants:	\$95.00
L/S Shirt:	\$65.00
S/S Shirt:	\$60.00
Shoes:	\$80-100.00.
Boots:	\$120-150.00

Jackets: \$170.00

<u>Supplies-</u>	Same \$37,200. (Additional supplies for training room/Officers) Additional increase in Ammo, SRO supplies. Dare supplies 4 New printers in cars- need Thermal paper, Inv. supplies, DATA recovery software, additional Simunitions for training equip \$2000.00, Additional Taser Training Carts-\$800.00. Targets.
<u>Contracted Services-</u>	Increase \$2500(LPR) (S. Dogwd) from \$16,500 to \$19,000.00. (TLO \$115x12=\$1380) DCI- \$2000, OSSI maint-\$2000, DCI & OSSI County license increased all department on beach affected. \$1000.00 annual range fees Additional *\$3000.00 for Taser Assurance replacement program x-3 years, Cloud in-car cams. (\$35per cam x 12mo=\$420. Per year x 11 cams=\$4620) LPR License(1200 Elsag=yr)/maint (Charter 100x12= 1200) \$4800.00 per yr. (\$19,000.00.)
<u>Equipment Lease/Maint-</u>	Same \$5000. Current lease UTV (\$3200x3yrs) Additional \$1200.00 for ATV (6 months) service=\$400. (\$4800)
<u>Equipment Purchase-</u>	Increase \$9,400 . From \$63,600 to \$73,000 . Required Interview/record system replacement \$10,000. 3 mobile radios (\$3700.x3=11,000.+ \$500-Installs) 3 portable radios (\$3,500x3=\$10,500) 1-Radar/Message board Trailer-\$12000.00. 11 body cams 12,000.(Grant) AED's \$1600x12=\$19,200. (\$73,000)
<u>Vehicle Maint. & Repair-</u>	Increase \$8000 . from \$20,000 to \$28,000 . (we had to move funds almost exhausted in 5 months) another Charger motor (\$4000) and other expensive repairs.
<u>Vehicle Operations-</u>	Reduce \$8000- from \$43,000 to \$35,000 depends on fuel cost (moved 8k to Vmaint)
<u>Contingency-Misc</u>	Increase \$5,000.00 from \$5000 to \$10,000.00 . (possible grant matches etc.)(Vehicle maint.)
<u>Capital -Outlay</u>	See Vehicle Replacement below
<u>Vehicle replacement-</u>	Increase \$2000 from \$83,000 to \$85,000 . 2 patrol vehicles fully equipped.1- SUV 4x4 AWD-\$34,048 + Equip.& Install \$9182=\$43,230. 1-P.U. 4x4 -\$34,901 + equip \$5854

(Inc. install)=\$40,755 State Contract Price. 2 year rotation
– (\$83,985)

CRO-

\$17.00 per hr Community Resource Officer

Grants- \$63,000.00 – Total see breakdown below;

<u>GHSP-</u>	<u>\$ Total</u>	<u>75%</u>	<u>25%</u>	
11 Body Cams	\$15,000	11,250	3,750	(Match may be 50%)
2 In-Car Cam	\$10,000	7,500	2,500	“ “

<u>GCC</u>	<u>\$total</u>	<u>75%</u>	<u>25%</u>	
Port. Radios	\$37,264			(may not have to match)

Totals: \$62,264.00

NOTE Salary request for a 3.0% COLA for all personnel.

Streets, Bridges and Canals

FY 18-19 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-** \$4,000 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-** \$57,202 includes \$50,000 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; \$3,202 for 4 pallets of pothole patching product; and \$4,000 for thermoplastic striping materials for a Town-wide refreshing of crosswalks and stop bars.
- **Brush Trimming:** \$20,000 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 proposed for any minor bridge repairs required due to DOT bridge inspections.
- **Beach Profile Study:** \$94,000 is for beach profile and vulnerability study.
- **Waterway Maintenance and Repair:** \$400 proposed as contribution to the Boat Club for buoys and channel marker maintenance.
- **Storm Debris Cleanup:** \$20,00 proposed for post-storm debris cleanup and disposal in the Town streets, rights-of-way, beaches and canals.
- **FY 18-19 Capital Street Rebuild Projects:** \$654,870 proposed annually for capital improvements to infrastructure - including specific capital projects to be recommended by the CIIP Committee for design and reconstruction of Town streets; annual proposed amount equivalent to revenue derived from 5 cents on the current tax rate.
- **Bulkhead Maintenance and Repair:** \$50,000 proposed for structural repairs/replacement of Town-owned bulkheads.
- **East Dogwood Bike Path:** \$250,000 proposed for the East Dogwood Bike Path.

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 18-19 Budget Highlights

Personnel

- **Salaries**– Includes annual 2.5% cost of living adjustment
- **FICA** – Social Security and Medicare Rate of 7.65%
- **Retirement** – Mandatory Rates for FY 18-19 set by the State LGERS Board of 7.75% for General Employees (Previously 7.50%). 5% annual Town contribution to 401k for all employees.
- **Group Health Insurance** – Insurance Rates reflect approximately a 4.5% increase.

Public Works

- **Training/Professional Development:** \$2,000 is requested for pesticide training class, continuing education classes for pesticide license and attendance at an American Public Works Association (APWA) NC Chapter conference (\$195).
- **Printing:** \$600 is requested to cover mailing costs for routine notice of street rebuild projects, environmental permitting required notices and of any shoreline stabilization measures.
- **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:** \$3,500 is requested for weekly uniform service for the Public Works Maintenance Technicians, purchase of hard toe safety shoes for five employees, and any new uniform needs.
- **Dues and Subscriptions:** \$330 is requested for American Public Works Association (APWA) membership renewal, which is a source of free and reduced cost training opportunities for staff.
- **Supplies:** \$8,500 is requested for supplies including small hand tools and parts for various repairs. Examples include nuts and bolts/nails, paper towels and toilet paper, water and Gatorade for the Maintenance Technicians, etc.
- **Advertising:** \$450 is requested for newspaper advertisement of employment positions.
- **Safety Compliance:** \$1,300 is requested- \$700 for emergency exit sign and fire extinguisher repair/replacement, emergency eye wash station, and Personal Protective Equipment (PPE) for the Public Works employees, including safety glasses, vests, etc.; and \$600 for fire hydrant reflectors supplied to the Southern Shores Volunteer Fire Department.
- **Town Buildings Maintenance & Repairs:** \$33,022 is requested- \$1,000 for painting the police department and replacing rotten wood; \$1,000 for lighting supplies; \$1,000 for refinishing of decking and painting of buildings; 10,000 to replace rotten doors and fascia and build new stairs at the Pitts Center; \$3,500 for Public Works shop upgrades (ventilation and storage needs); \$1,300 for flags; \$5,000 for fence and gate repairs; 5,000 for unforeseen repairs on the generator; and the remainder for miscellaneous repairs and upkeep of buildings and associated equipment including the generator service.
- **Beautification-** grounds: \$5,000 is requested- includes \$2,000 for beautification of the Town Hall complex and Town-maintained medians and parking lots, including new plants and mulch/fertilization/pesticides; and \$3,000 for any needed replanting of vegetation following major road projects.
- **Equipment Lease & Maintenance:** \$5,500 is requested for lease and maintenance of equipment, including purchase of mower blades, new tires for tractors/mowers, etc., and \$1,500 for new flail mower teeth.
- **Vehicle Maintenance & Repair:** \$3,000 is requested for regular maintenance and repair of the four Public Works' vehicles (four trucks) and boat.
- **Vehicle Operations:** \$9,000 is requested to cover fuel for Public Works' vehicles and equipment. This increase is to cover fuel costs for a new vehicle and ethanol free gas for the mowers.
- **Misc.:** \$ 1,000 is requested

- **Capital Outlay- Vehicle-** \$35,000 is requested for the purchase of a new vehicle on the state bid contract (four door four-wheel drive pickup truck).
- **Medical Testing:** \$150 is requested for any drug screenings needed.
- **Equipment Purchase:** \$4,460 is requested- includes the purchase of \$120 for air impact wrench, \$200 for impact socket set, \$120 for heavy duty vice, \$100 for post hole diggers, \$150 for shovels and rakes, \$120 for car battery charger, \$150 for portable jumpstart box, \$1,000 for safety lights on vehicles and equipment, \$2,500 for assorted power tools, and for any other equipment needs.
- **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.
- **Parking Lot Maintenance:** \$2,000 is requested for maintenance and improvements to the Town-owned parking lots and beach access parking areas.
- **Facilities Assessment:** \$26,370 is requested for facilities assessment of Town owned buildings.

Sanitation

FY 18-19 Budget Highlights

The sanitation budget includes residential and commercial solid waste and recycling collection and disposal, large item pickup conducted twice annually, and the monthly residential limb and branch removal service.

Sanitation

- Residential Collection: \$173,225 (represents a 2% CPI adjustment)
- Commercial Collection: \$44,461 (represents a 2% CPI Adjustment)
- Landfill Tipping Fee: \$172,725 (In line with what will actually be spent in FY 17-18)
- Recycling Collection: \$156,200 (represents a 10% adjustment)
- Misc.: \$200 is requested for any miscellaneous pickups needed.
- Large Item Pickup: Two pickups per year (one in April and the other in October)
- Limb and Branch Removal: \$130,000 is requested for limb and branch removal. The fuel surcharge section has been removed from the contract starting July 1, 2018.

Accounts	Budget 2017-2018	Actual 6 Months 2017-2018	Estimated 2017-2018	Budget 2018-2019
301 - Dare County	105,856	55,018	103,315	120,570
302 - Southern Shores	481,925	240,963	476,880	545,914
304 - Dare Radio payment	0	0	0	0
306 - TOSS Radio Payment	0	0	0	0
Revenue	587,781	295,980	580,195	666,484
305 - Interest & Misc Income				
305.01- Interest Earned		414	414	
305.02 - Donations		3,427	3,427	
305.03 - Special Donations	40,000	0	40,000	40,000
305.04 - T-Shirt Sales		1,017		
305.09 - Sign Program		180	300	
305.10 - FEMA Grant				
305.11 - Pension Refunds				
305.13 - NC Relief Fund				
305.XX - Rehab				
305.14 - Truck 121				
305.17 - Loan Proceeds				
305.18 - Sale of Assets				
305.19 - Other Income				
305.60 - Beach Wheel Chair Donations		465	465	
305.61 - Storm/Hurricane Reimbursement				
305.16 - Capital Reserves				

3/28/2018

Southern Shores Volunteer Fire Department 2018-2019 SSVFD Budget - Updated

310.01 - Grants		300		
399 - Special Income				
399.01 - Rent East Station	1	1	1	1
Interest & Misc Income	40,001	5,804	44,193	40,001
TOTAL	627,782	301,784	624,388	706,485

Special District Name:

Expenses

Accounts -	Budget 2017-2018	Actual 6 Months 2017-2018	Estimated 2017-2018	Budget 2018-2019
501 - Operating Supplies	35,100	13,229	26,954	27,050
502 - Utilities	14,200	7,175	14,480	13,650
503 - People Costs	225,500	127,238	248,429	285,700
504 - Community	9,600	8,884	9,010	9,750
505 - Professional Services	37,000	38,764	37,021	40,500
506 - Bank Fees & Service Charges	1,500	773	1,580	1,750
507 - Rental	44,435	0	44,325	44,435
511 - R & M Vehicles	20,000	2,988	22,766	20,000
512 - R & M Radio Equipment	3,000	216	934	3,000
513 - R & M Other	21,350	7,751	14,731	18,850
515 - Repair and Maintenance	44,350	10,955	38,431	41,850
550 - Capital Equipment	75,547	58,380	76,400	38,185
570 - Debt Service	141,550	128,349	141,549	161,765
TOTAL Expenses	673,132	404,702	676,610	706,485

**TOWN OF SOUTHERN SHORES
PAY SCALE
7/1/2018**

<u>Grade</u>	<u>Classification</u>	<u>FLSA Status</u>	<u>Hiring Rate</u>	<u>Minimum</u>	<u>Maximum</u>
10			34,646	36,380	51,972
11	Public Works Maintenance Technician		36,380	38,199	54,570
12	Senior PW Maintenance Technician		38,199	40,107	57,298
13	Police Administrative Assistant		40,107	42,113	60,163
14	Permits Officer Police Officer School Resource Officer		42,113	44,219	63,172
15	Building Inspector Corporal		44,219	46,432	66,330
16	Administrative Assistant Public Works Supervisor Administrative Specialist		46,432	48,752	69,646
17	Police Sergeant Code Enforcement Officer		48,752	51,191	73,128
18	Town Clerk Police First Sergeant		51,191	53,751	76,784
19	Planner/Code Enforcement Officer	E	53,751	56,437	80,625
20	Police Lieutenant	E	56,437	59,259	84,655
21			59,259	62,223	88,889
22	Public Works Director	E	62,223	65,335	93,332
23	Deputy TM-Planning Director	E	65,335	68,600	97,997
24	Finance & Personnel Officer	E	68,600	72,032	102,896
25	Police Chief	E	72,032	75,632	108,043
26			75,632	79,414	113,444

E = Exempt from Fair Labor Standards Act (FLSA) Wage and Hour provisions