



# Town of Southern Shores

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

Phone 252-261-2394 / Fax 252-255-0876

info@southernshores-nc.gov

www.southernshores-nc.gov

Ordinance No. 2018-06-01

## **An Ordinance of the Southern Shores Town Council Adopting a Budget and Tax Rate for FY 2018-2019**

**BE IT ORDAINED** by the Town Council of the Town of Southern Shores, North Carolina that the following be the various budgets for FY 2018-19:

### 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, 2018 and ending June 30, 2019:

Administration Department	\$ 1,007,163
Code Enforcement & Inspections Department	\$ 300,472
Fire Department	\$ 813,614
Ocean Rescue Services	\$ 163,500
Police Department	\$ 1,692,147
Public Works Department	* \$ 546,444
Public Works Department – Streets, Bridges & Canals	* \$ 1,123,597
Sanitation Services	\$ 688,465
Contribution to Capital Reserve Fund for Canals	\$ 20,000
<b>Total General Fund Appropriations</b>	<b>\$ 6,355,402</b>

- B. Estimated Revenues: It is estimated that the following revenues will be available during the fiscal year beginning July 1, 2018 and ending June 30, 2019 to meet foregoing appropriations:

Property Taxes- Current Year	\$ 2,903,049
Vehicle Taxes (NCVTS)- Current Year	\$ 100,000
Property & Vehicle Taxes- Prior Years, Penalties and Interest	\$ 10,500
Subtotal: Property and Vehicle Taxes	\$ 3,013,549
Land Transfer	\$ 230,437
Local Option Sales Tax	\$ 934,840
Occupancy Tax	\$ 964,262
Other Intergovernmental Revenues	\$ 631,886
Building Permits & Fees	\$ 124,000
Other Revenues	\$ 173,600
Transfer in From Capital Reserve Fund	\$ 282,828
	3,341,853
<b>Total General Fund Revenues</b>	<b>\$ 6,355,402</b>



estimated total valuation of vehicles of \$45,454,545, with an estimated collection rate of 99.96%. The estimated rate of collection is based on the fiscal year 2016-2017 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. The Budget Officer is authorized to expend funds consistent with the governmental functions and amounts shown as appropriated and to execute such documents necessary for same.

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

- \* Notwithstanding Town policies regarding purchasing and bidding, the Budget Officer is authorized to execute documents for the following items or services in accordance with specific appropriations established by this Ordinance or as the budget may be amended during the fiscal year: Contracting for services for Council-approved infrastructure improvement projects. An amount of \$ 1,123,597 is included (as shown on adopted line item budget) 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, 2018 and ending June 30, 2019. The Budget Officer is authorized to award and enter into contracts and purchase agreements to expend these funds in accordance with the terms of this Budget Ordinance, but only upon subsequent and separate adoption of an Ordinance establishing an "Infrastructure Improvement Plan with Authority to Implement" by the Town Council for the fiscal year beginning July 1, 2018 and ending June 30, 2019. Upon award of a contract or purchase agreement to expend these specific funds for a Council-approved infrastructure improvement project and in accordance with current Town policy, the Budget Officer shall report such award to the Council, for information purposes only, at a Council meeting subsequent to award.
- \* Any budgeted item or service requiring additional procurement of separate architectural, engineering, or surveying services and for which a budgeted expense amount (estimated professional fee) is less than \$50,000, is hereby exempted from the provisions of Article 3D of Chapter 143 of the North Carolina General Statutes pursuant to NCGS § 143-64.32.

#### SECTION VI. ADOPTION OF UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Pursuant to the U.S. Office of Budget and Management directive for compliance with Federal requirements for purchasing and procurement using Federal grant and loan funds, the following provisions are hereby made a part of the TOWN OF SOUTHERN SHORES PURCHASING AND BID REQUIREMENTS POLICY last revised April 1, 2014:

##### *Uniform Guidance Procurement Standards*

*The Town and its subrecipients are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Rules) codified at 2 C.F.R. part 200. Contracts funded with federal grant funds shall be procured in a manner in compliance with all applicable Federal laws, policies, and standards as well as state and local policies. All local policies and applicable state laws will be followed except to the extent that federal requirements are more restrictive than local policies and state law. If there is an overlap, and none of the rules are more restrictive, the Federal rules shall apply.*

*Conflict of Interest*

*In accordance with Federal Law 2C.F.R.200.318, officers, employees, agents of the Town, as well as the Town's subrecipients, spouses, immediate family members, partners, and current or soon-to-be employers are prohibited from receiving a real or apparent financial or other interest or personal tangible benefit from the contract. Conflict of interest violations include loss of federal funds, disciplinary action, and/or other remedies for noncompliance listed at Federal Law C.F.R. 200.338.*

*Gift Ban*

*In accordance with Federal Law 2 C.F.R 200.318, all officers, employees, and agents of recipients and subrecipients are prohibited from receiving gifts from current or future contractors or vendors, excluding unsolicited gifts of nominal value. Violations include loss of federal funds, disciplinary action, and/or other remedies for noncompliance listed at 2 C.F.R. 200.338.*

**SECTION VII. 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 VIII. FIRE SERVICES**

An amount of \$267,700 is included (as shown on adopted line item budget) in the total amount appropriated in Section 1. A. for "Fire Department". Contingent only upon separate Council approval for expenditure upon the Fire Department's receipt of favorable construction and financing bids to also be approved by Council, this funding is to be used for reimbursement to the Fire Department of debt service costs incurred during FY 2018-2019 for the construction of a new fire station. Recognizing the provisions of Article 3 of Chapter 143 of the North Carolina General Statutes do not regulate the Southern Shores Volunteer Fire Department, Inc.'s selection process for a construction firm and lender for its construction of a new fire station, the Fire Department's process for selection of a general contractor and a lender shall be at direction of the Town.

**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 considers necessary for effective budget performance, and is also authorized to affect inter-departmental transfers within the same Fund for effective budget performance. The Budget Officer is also authorized to affect, within the same Fund, intra-departmental and inter-departmental transfers from a Departmental contingency line appropriation established in accordance with NCGS §159-13(b)(3), with such contingency line transfers also being in accordance with NCGS §159-13(b)(3).

**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 only be performed by authorization of the Town Council.

**SECTION XI. UTILIZATION OF BUDGET AND BUDGET ORDINANCE**

This Ordinance and the Budget Document shall be the basis of the financial plan for operations of the Town of Southern Shores, North Carolina Municipal Government during the fiscal year 2018-19. 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 5 day of June, 2018.

*Thomas M Bennett*

Mayor Tom Bennett

ATTEST:

*Sheila Kake*

Sheila Kake, Town Clerk

