Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949
Phone 252-261-2394 / Fax 252-255-0876
www.southernshores-nc.gov

March 21, 2017
Council Meeting - Budget Work Session
9:00 a.m. - Pitts Center
5377 N. Virginia Dare Trail, Southern Shores

[This Budget Work Session is being held for a preliminary review of the Budget Officer's draft Projected General Fund Expenses to be subsequently included in his Proposed Annual Operating Budget. The Budget Officer's draft projected General Fund Revenues will be accumulated and developed over the next few weeks and reviewed at the Town Council's April 18, 2017 Budget Work Session. The Budget Officer will submit his Proposed Annual Operating Budget to the Council in accordance with NCGS §159-11 on May 2, 2017; and on same day and pursuant to NCGS §159-12, the Budget Officer will file a copy with the Clerk where it will remain available for public inspection - and receipt of written comments. On May 2, 2017, the Budget Officer will recommend the Town Council set a Public Hearing for June 6, 2017 at which time, and after required advertisement/notice of the Public Hearing, any persons who wish to be heard on the Proposed Budget may submit comment. Subsequent to the Public Hearing and as required by NCGS §159-13, the Town Council must adopt a Budget no later than July 1, 2017. The Town Council's Ordinance adopting a Budget may, pursuant to NCGS §159-13, make appropriations and levy taxes in such sums greater or less than those recommended by the Budget Officer.]

1. Opening – Mayor Bennett
   a. Call Meeting to Order
   b. Pledge of Allegiance
   c. Moment of Silence

2. Adoption of Agenda

3. General Public Comment (Limit: 3 minutes per speaker.)

(All matters heard or considered by the Council are subject to possible action by the Council.)

4. Briefing by Casey Turner and Kenneth Marshall of PNC Bank to the Southern Shores Town Council on current and preferred financing tools for a potential loan to either the Town of Southern Shores or the separate non-profit Southern Shores Volunteer Fire Department, Inc. for a new Fire Station. **(TAB 1)**

5. Review of draft Projected General Fund Expenses for FY 17-18 - Budget Officer and Finance Officer **(TAB 2)**
   (By action, Council may direct the Budget Officer to add, delete, or modify projected expenses for his draft proposed budget)
   -Police Department
   -Planning and Code Enforcement Department
   -Public Works Department
   -Streets, Bridges, and Canals
   -Administrative Department
   -Fire Services
   -Sanitation
   -Ocean Rescue

6. General Public Comment (Limit: 3 minutes per speaker.)

7. Consideration of Resolution in Opposition to Representative Beverly Boswell's and others' House Bill 271, *"AN ACT TO REPEAL THE BAN ON PLASTIC BAGS IN CERTAIN COASTAL AREAS"*.- Requested by Mayor pro tem Newberry **(TAB 3)**

8. Adjourn

Peter Rascoe

From: Peter Rascoe
Sent: Friday, January 06, 2017 10:07 AM
To: Gary McDonald; Fred Newberry; Tom Bennett; Leo Holland; Chris Nason
Subject: RE: SSVFD Facility Needs Assessment

Council Members,
A couple of more facts about the Fire Department's initiative for you to consider as prep for your planning meeting in February –

1. Regarding the venue for Dare County EMS in Southern Shores, last Fall I met with the County Manager, and later accompanied the Fire Chief met again with the County Manager and the Dare EMS Chief, for the purpose of understanding the County's position. It was clear that due to more favorable response times for geography of covering Southern Shores and Duck, Dare EMS desires to continue to be based at the intersection of East Dogwood Trail and NC Highway 12 in Southern Shores. The County's position was reported to the Council Planning Committee on November 7, 2016, and subsequently, by that committee's report, to the Council on December 6, 2016. According to the SSVFD, the current space being utilized by Dare EMS is not considered by the SSVFD to be up to a suitable standard. However, the Dare EMS maintains that it desires to continue to occupy that space. In my conversations with Chief Limbacher, he informs me that the SSVFD will continue to allow the Dare EMS to occupy its current space if and after a new facility at another location might be constructed. Dare County indicated it is not in a position to invest capital funds in an EMS facility here, but would put some dollars in the space for cosmetic type improvements. ... In considering new facility options proposed by the Fire Department, if the Council centers its consideration on an option of a new two-story building on SSVFD property on South Dogwood Trail, then the matter of Dare EMS staying at the former East Dogwood station would remain an arrangement between Dare County and the SSVFD (as it is currently). As long as the SSVFD allows Dare EMS to utilize that space, then the Town's interest and goal in having Dare EMS continue to be housed in Southern Shores is met.

2. Notwithstanding the facility location options cited in the assessment document, I am aware that the SVFD has, over that past several years, explored all other potential building sites in Town. I am also informed by the Chief that he has also had recent confidential conversations with two other property owners in Southern Shores. Of course projected costs for any of the new facility designs described in the SSVFD's assessment may be affected by a different design chosen or adjusted for any other site.

3. The Finance Officer and I met with the PNC governmental lending unit October 19, 2016 to get an idea of some lending rates, payments, and terms available on financing such a facility for either the Town or the SSVFD with the Town as loan guarantor for the SSVFD. Based on a $4 million dollar assumed facility, borrowing that amount at 3% for either 20, 15, or 10 years would result in payments of:

   20 year term - $266,000 per year
   15 year term - $331,000 per year
   10 year term - $465,000 per year.

   Recall that under the Town's current year's budget, .01 of the Town's current property tax rate of .22, generates revenues of $128,539.

Again, if any of you individually, or with one other Council Member, would like to discuss anything regarding this or about the Town's relationship with the Fire Department, with or without the Fire Chief in attendance, please let me know some preferred times for next week and I will schedule it.

The current fire services contract with the SSVFD, historical Council actions adjusting the contract compensation, and an agreement between the Town and the SSVFD's real property holding company outlining the parties current agreement on asset dissolution procedure. I recommend a review of each of those documents.

http://southernshores-nc.gov/town-government/administration/public-documents/service-contracts/

Thanks.

Peter

GENERAL FUND SUMMARY						
	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Amended	FY 17-18 Requested	FY 17-18 Recommended	FY 17-18 Adopted
Revenues:						
Ad valorem taxes	2,896,214	2,935,930	2,918,365			
Other revenues	2,934,876	3,766,287	2,939,039			
SubTotal:	**5,831,090**	**6,702,217**	**5,857,404**			
Transfer IN from Other Funds	-	-	75,714			
Lease proceeds	72,692	-				
Appropriated-Undesignated Fund Balance	-	-	446,873			
Total:	**5,903,782**	**6,702,217**	**6,379,991**			
Expenditures:						
Administration Department	1,125,971	954,363	967,553	976,480		
Code Enforcement Department	194,530	210,681	276,560	277,903		
Police Department	1,588,327	1,438,850	1,602,802	1,654,546		
Streets, Bridges and Canals	2,278,030	1,754,576	1,724,786	711,602		
Public Works Department	503,218	406,739	417,054	393,706		
Sanitation Services	639,502	674,620	647,300	657,486		
Fire Contracted Service	525,505	475,505	476,880	481,925		
Ocean Rescue Contracted Service	158,000	158,126	161,550	161,550		
Total Operating General Fund Expenditures	**7,013,083**	**6,073,460**	**6,274,485**	**5,315,198**		
Transfer OUT to Capital Project Fund						
Transfer OUT to Capital Reserve Fund- Canals	20,000		20,000	20,000		
Transfer OUT to Capital Reserve Fund			85,506			
			6,379,991	**5,335,198**		
REVENUES OVER (UNDER) EXPENDITURES	**(1,109,301)**	**628,757**			-	
.01 = $129,899						

ADMINISTRATION DEPARTMENT	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Amended	FY 17-18 Requested	FY 17-18 Recommended	FY 17-18 Adopted
Salaries	356,283	355,769	361,365	370,119		
FICA	25,134	25,490	29,070	29,737		
Retirement	43,343	42,208	44,267	46,265		
Group Health insurance	38,759	44,968	41,866	45,809		
Council Compensation	11,400	15,554	18,600	18,600		
Council Travel & Training	-	-	-	1,500		
Unemployment Payments	10,982	519	-	-		
Legal services	48,919	52,480	59,400	61,500		
Audit services	16,273	16,069	16,250	16,250		
Payroll services	7,244	7,861	7,500	7,500		
Computer services	62,664	58,384	70,000	52,200		
Insurance and bonds	78,158	84,036	75,000	75,000		
Advertising	244	823	1,000	1,000		
Travel	3,399	8,964	8,855	8,800		
Telephone	29,157	28,631	26,800	28,600		
Utilities	21,502	20,275	25,000	25,000		
Dues/subscriptions	7,669	7,564	8,500	10,000		
Training	3,748	7,792	10,315	10,300		
Supplies	12,667	9,847	9,765	10,000		
Postage	1,477	1,572	2,000	2,000		
Equipment lease & maintenance	6,937	22,605	12,000	12,000		
Municipal Elections	-	3,570	-	4,000		
Dare County tax collection	46,012	46,838	46,000	48,000		
Gov't. Access Channel (PEG Channel)	29,225	28,071	28,500	28,500		
Gov't. Access Channel Membership	1,000	1,000	1,000	1,000		
Town code publishing	2,382	2,835	5,000	5,000		
Vehicle Operations	1,298	171	500	500		
EE Recognition & Appreciation	8,536	7,290	8,500	8,500		
Wellness Initative	2,689	868	3,000	3,000		
Contracted Services	14,983	1,068	5,000	-		
Misc.	999	-	4,000	4,000		
Technology Update- Pitts Center	6,381	10,276	10,000	10,000		
Recording of Meetings	4,775	5,242	8,500	11,800		
Cleaning of Town Buildings	16,900	16,430	20,000	20,000		
Capital Outlay- Vehicle	-	19,293	-	-		
Capital Outlay- Purchase of Property	204,832	-	-	-		
Total	**1,125,971**	**954,363**	**967,553**	**976,480**		

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 17-18 Budget Highlights

Personnel

- ***Salaries*** – Includes annual 1.5% cost of living adjustment and 1% merit one-time bonus.
- ***FICA*** – Social Security and Medicare rate of 7.65%. Includes FICA withheld for Council Compensation.
- ***Retirement*** – Mandatory rates for FY 17-18 set by the State LGERS Board of 7.50% for General Employees. (Previously 7.25%). 5% annual Town contribution to 401k for all employees.
- ***Group Health Insurance*** –*Insurance* rates reflect an estimated 10% increase for budget planning purposes. Actual numbers will come in May.
- ***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 +$180/hr). Increased from last year for an anticipated hourly increase and 2 meetings per month.
- ***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*** – Second 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. Lesser amount because a 10% down payment was due FY16-17 when the contract was renewed.

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 for Council, including Ethics training for new Council and 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, 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, 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 St. Patrick's Day 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 24 meetings @ 4 hours each ($250 first 2 hours/$100 per hour after) and $1,000 for candidates night
- ***Cleaning of Town Buildings*** – Weekly janitorial of all Town buildings and Spring deep cleaning.

PLANNING & CODE ENFORCEMENT	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Amended	FY 17-18 Requested	FY 17-18 Recommended	FY 17-18 Adopted
Salaries	115,109	125,029	126,800	129,584		
FICA	8,709	10,008	9,700	9,912		
Group Health insurance	21,201	22,110	21,257	23,348		
Employee retirement	13,894	15,517	15,533	16,159		
Contracted Services	14,998	21,095	18,000	20,700		
Printing	942	202	1,000	1,000		
Advertising	163	528	1,000	1,000		
Travel	749	-	2,000	1,000		
Dues/subscriptions	130	170	500	500		
Training	376	-	1,500	1,500		
Supplies	570	404	1,200	1,200		
Vehicle operations	864	788	2,000	1,000		
Vehicle maintenance	-	-	2,000	2,000		
Homeowners Recovery fee	778	477	1,000	1,000		
Flood Zone Map Mailing	1,307	1,810	1,600	2,000		
Misc	-	14	1,000	1,000		
NCDOT Grant (Bike and Ped. Plan)	14,740	-	-	-		
Historic Landmark Designation	-	-	5,000	5,000		
Town Code Update	-	12,529	65,470	-		
Land Use Plan	-	-	-	60,000		
Total Code Enforcement	**194,530**	**210,681**	**276,560**	**277,903**		

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 17-18 Budget Highlights

Personnel

- ***Salaries*** – Includes annual 1.5% cost of living adjustment and 1% merit one-time bonus.
- ***FICA*** – Social Security and Medicare rate of 7.65%. Includes FICA withheld for Council Compensation.
- ***Retirement*** – Mandatory rates for FY 17-18 set by the State LGERS Board of 7.50% for General Employees. (Previously 7.25%). 5% annual Town contribution to 401k for all employees.
- ***Group Health Insurance*** –*Insurance* rates reflect an estimated 10% increase for budget planning purposes. Actual numbers will come in May.
-

Contracted Services

- Building Inspections and Fire Inspections Services

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. Decreased by $1,000 to be more consistent with previous actual expenses.

Dues/Subscriptions

- Funding for media subscriptions and employee certifications.

Training

- Funding for continuing education.

Supplies

- Funding for materials and equipment.

Vehicle Maintenance and Repair

- Funding for maintenance and repairs for the Department's only vehicle (Ford Escape).

Vehicle Operations

- Funding for fuel for Ford Escape. $1,000 decrease due to decrease in gas prices.

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 within a flood zone. Increased by $400 to be more consistent with previous actual expenses.

Misc.

- Funding for unexpected expenses.

Town Code Update

- Funding for contracted service with CodeWright Planners for the Town Code Update Project. This project will not be completed before 6/30/17. A budget amendment for the remaining amount, will be presented at the August Council Meeting.

Land Use Plan Update

- New funding for contracted service for the Land Use Plan Update Project.

POLICE DEPARTMENT	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Amended	FY 17-18 Requested	FY 17-18 Recommended	FY 17-18 Adopted
Salaries	760,453	826,744	850,167	879,121		
Holiday	28,674	29,128	25,000	25,000		
Overtime	13,390	11,411	20,000	20,000		
FICA	60,529	65,767	68,482	70,697		
Group Health insurance	97,607	113,446	107,424	118,163		
Employees retirement	98,749	104,238	114,529	120,565		
Career Development	-	1,000	4,500	4,500		
Computer services	6,566	6,646	8,500	8,500		
Printing	791	-	1,000	1,000		
Advertising	819	-	-	-		
Travel	8,079	10,730	12,000	12,000		
Dues/subscriptions	1,668	1,899	1,500	1,500		
Training	4,703	5,697	15,000	15,000		
Medical testing	1,904	-	200	1,000		
Uniforms	16,446	15,428	20,000	20,000		
Supplies	22,319	32,146	37,200	37,200		
Contracted Services	5,780	9,105	14,000	16,500		
Equipment lease & maint.	3,343	3,050	4,700	5,000		
Equipment purchase	46,660	49,201	63,600	63,600		
Vehicle maintenance & repair	16,276	19,849	20,000	20,000		
Vehicle operations	34,493	25,057	43,000	43,000		
Misc.	-	107	5,000	5,000		
Debt Service	222,035	-	-	-		
Capital Outlay- Vehicles	72,668	70,919	79,000	83,000		
GCC Grant- Radios	10,375	14,605	25,000	30,000		
GHSP Grant- Body Cams	-	-	36,000	25,000		
Total	**1,534,327**	**1,416,173**	**1,575,802**	**1,625,346**		
Sep. Allowance Transferred to Pension Fund	54,000	22,677	27,000	29,200		
Total Police	**1,588,327**	**1,438,850**	**1,602,802**	**1,654,546**		

Police Department

FY 2017-18

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

Personnel

- ***Salaries*** – Includes annual 1.5% cost of living adjustment and 1% merit one-time bonus.
- ***FICA*** – Social Security and Medicare rate of 7.65%. Includes FICA withheld for Council Compensation.
- ***Retirement*** – Mandatory rates for FY 17-18 set by the State LGERS Board of 8.25% for Law Enforcement Employees. (Previously 8.00%). 5% annual Town contribution to 401k for all employees.
- ***Group Health Insurance*** –*Insurance* rates reflect an estimated 10% increase for budget planning purposes. Actual numbers will come in May.

Operation

- ***Career Development*** – advanced educational incentive program, 2 year degree, 4 year degree, master degree, etc.
- ***Computer Services*** – Records Management System software maintenance, covers ShoShin's non-contractual maintenance of MDT/Laptops, software & hardware etc.
- ***Printing*** – Business cards, letterhead stationary, envelopes, 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, NCCOP, 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.
- ***Uniforms*** – covers replacement of damaged/worn uniform/equipment, also includes basic dry cleaning cost. Current (2016)Avg. cost of replacement Class A uniform is; $600.00 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	$95.00
L/S Shirts	$65.00
S/S Shirts	$60.00
Shoes	$80-100.00
Boots	$120 – 150.00
Jackets	$170.00

- ***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, OSSI RMS Dare Co. 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.
- ***Equipment Lease/Maintenance*** – UTV/ATV lease UTV= 4th of 4 years, ATV= 6 mos.
- ***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.
- ***Vehicle Maintenance*** – routine 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 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, for Training equipment, weapons, etc.

Streets, Bridges and Canals	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Amended	FY 17-18 Requested	FY 17-18 Recommended	FY 17-18 Adopted
Street Sign Maintenance	15,545	4,974	4,504	4,000		
Engineering & Arborist Services	3,802	1,794	4,296	5,000		
Street Maintenance	27,358	54,278	24,702	57,202		
Brush Trimming	10,750	7,650	8,900	20,000		
Bridge Maintenance	893	915	1,900	1,500		
Beach Profile Study	-	-	35,000			
Beach Nourishment Engineering	-	-	45,000			
Beach Nourishment - Legal	-	-	25,000			
Hurricane Matthew Recovery	-	-	398,209			
Osprey Lane	-	-	147,480			
Juniper Trail	-	-	12,007			
Gravey Pond Lane	319	19	-			
Deer Path Lane	225	-	-			
Duck Woods Drive	71,160	-	-			
Juniper/Trinite Trail Bridge	12,760	-	7,203			
Fairway Drive	207,013	131	-			
Pintail Court	68,604	4,918	-			
Scuppernong Lane	106,941	38	-			
N,S & E Dogwood Intersection	156,743	75	-			
Yaupon Trail	7,988	1,163	6,092			
N. Dogwood Trail # 280 293	821	59,397	-			
Beech Tree St. Project	413	166,532	-			
Bear Track Lane	2,171	71,563	-			
Wild Swan Lane	4,355	19	129,660			
Fox Grape Lane	4,977	249,751	-			
Hollow Beach Court	2,415	70,714	-			
FY 16-17 Street Projects	-	-	213,158			
FY 17-18 Street Projects	-	-	-	516,000		
Tall Pine Bridge	107,167	997,755	-			
Canal Dredging Project- Debt Payment	1,463,642	-	-			
Waterway Maintenance and Repair	400	400	400	400		
Storm Debris Cleanup	1,568	-	67,300	22,500		
Bulkhead Maintenance and Repair	-	62,490	80,000	85,000		
NC Hwy12-E. Dogwood Stormwater Flooding	-	-	450,000			
Dogwood Trail Physical Survey	-	-	63,975			
Total	**2,278,030**	**1,754,576**	**1,724,786**	**711,602**		

Streets, Bridges and Canals

FY 17-18 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***: $1,500 proposed for any minor bridge repairs required due to DOT bridge inspections.
- ***Waterway Maintenance and Repair***: $400 proposed as contribution to the Boat Club for buoys and channel marker maintenance.
- ***Storm Debris Cleanup***: $22,500 proposed for post-storm debris cleanup and disposal in the Town streets, rights-of-way, beaches and canals.
- ***FY 17-18 Capital Street Rebuild Projects***: $516,000 proposed annually for capital improvements to infrastructure - including specific capital projects to be recommended by the CIP Committee for design and reconstruction of Town streets; annual proposed amount equivalent to revenue derived from 4 cents on the current tax rate (equivalent ((revenue neutral)) to 3 cents previous to the 2013 revaluation of Town taxable property.
- ***Bulkhead Maintenance and Repair***: $85,000 proposed for structural repairs/replacement of Town-owned bulkheads.
- ***NC Hwy 12 - E. Dogwood Trail Storm Water Flooding Mitigation Project:***
- ***Dogwood Trails Physical Survey:***

*Note that all completed street rebuilds, canal dredging and bridge projects listed in the proposed budget are from the noted previous budget years, and no funds are requested for those lines.

PUBLIC WORKS DEPARTMENT						
	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Amended	FY 17-18 Requested	FY 17-18 Recommended	FY 17-18 Adopted
Salaries	206,448	209,340	217,075	189,875		
FICA	15,651	15,092	16,817	14,524		
Group Health insurance	34,863	38,373	36,866	35,193		
Employee retirement	24,918	23,442	26,929	23,734		
Training	1,725	4,410	2,354	2,000		
Printing	-	-	600	600		
Travel	406	2,417	2,000	2,000		
Uniforms	2,765	3,779	3,000	3,500		
Dues and Subscriptions	320	489	755	330		
Supplies	2,768	3,204	28,133	5,000		
Advertising	107	1,096	700	450		
Safety Compliance	1,481	586	1,100	1,100		
Town buildings maintenance & repairs	76,983	25,948	27,300	27,300		
Green Initiative	3,898	-	-	-		
Beautification-grounds	4,897	11,499	2,744	5,000		
Equipment lease & maintenance	2,355	5,167	3,300	3,000		
Vehicle maintenance & repair	3,817	1,977	3,000	3,000		
Vehicle operations	7,963	5,434	7,000	7,000		
Misc	1,592	593	950	950		
Capital Outlay- Equipment	43,168	27,609	-	-		
Capital Outlay- Vehicle	25,475	-	-	-		
Medical Testing	130	131	150	150		
Equipment Purchase	16,118	-	4,500	43,000		
Shoreline Stabilization	24,000	24,000	31,256	24,000		
Parking Lot Maintenance	1,370	2,153	525	2,000		
Total	**503,218**	**406,739**	**417,054**	**393,706**		

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 17-18 Budget Highlights

Personnel

- ***Salaries***– Includes annual 1.5% cost of living adjustment and a one-time 1% merit bonus.
- ***FICA*** – Social Security and Medicare Rate of 7.65%
- ***Retirement*** – Mandatory Rates for FY 17-18 set by the State LGERS Board of 7.50% for General Employees (Previously 7.25%). 5% annual Town contribution to 401k for all employees.
- ***Group Health Insurance*** – Insurance Rates reflect an estimated 10% increase over last year. Actual numbers will not be ready until May.

Public Works

- ***Training/Professional Development***: $2,000 is requested including HVAC ($300) repairs training, 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 a three-night hotel stay for the APWA conference.
- ***Engineering***- no funds are requested as this is covered in the Streets, Bridges and Canals budget
- ***Uniforms***: $3,500 is requested for weekly uniform service for the Public Works Maintenance Technicians, and purchase of hard toe safety shoes.
- ***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***: $5,000 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***: $1,100 is requested- $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 $600 for fire hydrant reflectors supplied to the Southern Shores Volunteer Fire Department.
- ***Town Buildings Maintenance & Repairs***: $27,300 is requested- $1,000 for lighting supplies; $1,000 for refinishing of decking and painting of buildings; $6,500 to replace rotten doors and fascia and build new stairs at the Pitts Center; $3,500 to add ventilation to the shop building; $1,300 for flags; $5,000 for fence and gate repairs and $3,000 for miscellaneous repairs and upkeep of buildings and associated equipment including the generator.
- ***Green Initiative***- no funds are requested as this line was created for several green upgrades to the Town buildings including adding LED lighting and occupancy sensors, and this work has been completed.
- ***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***: $3,000 is requested for lease and maintenance of equipment, including purchase of mower and flail blades, new tires for tractors/mowers, etc.
- ***Vehicle Maintenance & Repair***: $3,000 is requested for regular maintenance and repair of the five Public Works' vehicles (four trucks and one car).

- ***Vehicle Operations***: $7,000 is requested to cover fuel for Public Works' vehicles and equipment. This is a reduction from last year's request due to reduced fuel costs having remained consistent for some time.
- ***Misc.***: $ 950 are requested
- ***Capital Outlay- Equipment***- no funds are requested
- ***Capital Outlay- Vehicle***- no funds are requested
- ***Medical Testing***: $150 is requested for any drug screenings needed.
- ***Equipment Purchase***: $43,000 is requested- includes the purchase of a Work Boat w/ trailer for $22,000, $10,000 for Toro Z master 3000 series mower, $3,000 for landscape trailer, $2,000 for winch, $700 for pole saw, $350 for weed eater, $1500 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.

Sanitation	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Amended	FY 17-18 Requested	FY 17-18 Recommended	FY 17-18 Adopted
Residential Collection	196,353	213,618	171,000	173,225		
Commercial Collection	39,869	44,284	43,900	44,461		
Landfill Tipping Fee	157,635	166,987	170,500	172,725		
Recycling Collection	134,178	136,294	140,000	142,000		
Misc.	200	300	200	300		
Large Item Pickup	3,064	3,137	3,200	6,275		
Limb and Branch Removal	108,203	110,000	118,500	118,500		
Total Sanitation	**639,502**	**674,620**	**647,300**	**657,486**		

Sanitation

FY 17-18 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 1.3% CPI adjustment)
- Commercial Collection: $44,461 (represents a 1.3% CPI Adjustment)
- Landfill Tipping Fee: $172,725 (represents a 1.3% CPI adjustment)
- Recycling Collection: $142,000 (represents a 1.3% CPI adjustment)
- Misc.: $200 is requested for any miscellaneous pickups needed.
- Large Item Pickup: $3,137.50 per pickup (once in April and once in October) is requested based on service contract with Waste Management.
- Limb and Branch Removal: $118,500 is requested which includes $115,500 for the Limb and Branch Removal annual service contract with Atlantic Tree Experts, plus an additional $3,000 for any diesel fuel surcharge that is allowed per the contract.

Fire Services	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Amended	FY 17-18 Requested	FY 17-18 Recommended	FY 17-18 Adopted
Contract Fire Protection	475,505	475,505	476,880	481,925	481,925	
800 MHZ Radios	50,000	-	-			
Total Fire Dept	**525,505**	**475,505**	**476,880**	**481,925**	**481,925**	

Ocean Resuce	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Amended	FY 17-18 Requested	FY 17-18 Recommended	FY 17-18 Adopted
Ocean Rescue	158,000	158,126	161,550	161,550		
Total Ocean Rescue	**158,000**	**158,126**	**161,550**	**161,550**		

Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949
Phone 252-261-2394 / Fax 252-255-0876
www.southernshores-nc.gov

A RESOLUTION IN FAVOR OF MAINTAINING THE CURRENT BAN ON RETAILERS PROVIDING CUSTOMERS WITH PLASTIC BAGS AND OF THE DEFEAT OF HOUSE BILL 271

RESOLUTION #2017-03-02

Whereas, on March 25, 2009, Senate Bill 1018, entitled "*A BILL TO BE ENTITLED AN ACT TO REDUCE PLASTIC BAG USE IN NORTH CAROLINA*", was introduced in the North Carolina General Assembly; and

Whereas Senate Bill 1018 was ratified on June 23, 2009 having passed both houses of the General Assembly as "*AN ACT TO REDUCE PLASTIC NONRECYCLED PAPER BAG USE ON NORTH CAROLINA'S OUTER BANKS*", and was signed by the Governor on June 24, 2009 as Session Law 2009-163 adding Part 2G. "*Plastic Bag Management*" to Article 9 of Chapter 130A of the North Carolina General Statutes; and

Whereas the North Carolina General Assembly made the following findings in enacting Session Law 2009-163:

(1) Distribution of plastic bags by retailers to consumers for use in carrying, transporting, or storing purchased goods has a detrimental effect on the environment of the State.

(2) Discarded plastic bags contribute to overburdened landfills, threaten wildlife and marine life, degrade the beaches and other natural landscapes of North Carolina's coast, and, in many cases, require consumption of oil and natural gas during the manufacturing process.

(3) It is in the best interest of the citizens of this State to gradually reduce the distribution and use of plastic bags.

(4) Environmental degradation is especially burdensome in counties with barrier islands where soundside and ocean pollution are more significant, where removing refuse from such isolated places is more difficult and expensive, where such refuse deters tourism, and where the presence of a National Wildlife Refuge or National Seashore shows that the federal government places special value on protecting the natural environment in that vicinity.

(5) The barrier islands are most relevant in that they are where sea turtles come to nest. North Carolina has some of the most important sea turtle nesting areas on the East Coast, due to the proximity of the islands to the Gulf

Stream. Plastic bag debris can be harmful to sea turtles and other land and marine life. The waters adjacent to the barrier islands, because they serve as habitat for the turtles, are particularly sensitive to waterborne debris pollution.

(6) Inhabitated barrier islands are visited by a high volume of tourists and therefore experience a high consumption of bags relative to their permanent population due to large numbers of purchases from restaurants, groceries, beach shops, and other retailers by the itinerant tourist population.

(7) Barrier islands are small and narrow, and therefore the comparative impact of plastic bags on the barrier islands is high. ; and

Whereas on March 7, 2017 North Carolina House Representatives Beverly J. Boswell (Dare, Beaufort, Hyde, and Washington Counties), John R. Bell, IV (Craven, Greene, Lenoir, and Wayne Counties), and John R. Bradford, III (Mecklenburg County), as Primary Sponsors, filed House Bill 271 in the North Carolina General Assembly, entitled "*A BILL TO BE ENTITLED AN ACT TO REPEAL THE BAN ON PLASTIC BAGS IN CERTAIN COASTAL AREAS*", calling for the repeal of the plastic bag ban cited in Part 2G of Article 9 of Chapter 130A of the North Carolina General Statutes; and

Whereas plastic bag debris continues to be harmful to the overall environment and beauty of North Carolina's coastal barrier islands, and negatively affects the overall quality of life for full time residents and returning seasonal visitors as well as wildlife.

Now Therefore, the Town Council of the Town of Southern Shores, a municipality located on one of North Carolina's coastal barrier islands in Dare County, and benefitting from the pristine beauty of the area by its residents and returning seasonal visitors enjoying an enhanced quality of life, does RESOLVE that the findings of the General Assembly in Session Law 2009-163 are hereby adopted as findings of this governing body, that Part 2G. "*Plastic Bag Management*" of Article 9 of Chapter 130A of the North Carolina General Statutes should not be repealed, that Representatives Boswell, Bell, and Bradford should now seek to withdraw House Bill 271 or seek to have it postponed indefinitely, and alternatively that the reviewing legislative committees and both houses of the North Carolina General Assembly should defeat Representative Boswell's, Bell's, and Bradford's House Bill 271 and thereby not repeal the current statutory ban on plastic bags.

This the 21st day of March, 2017.

_____

Thomas G. Bennett, Mayor

Attest: _____

Sheila S. Kane, Town Clerk

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2017

H.B. 271
Mar 7, 2017
HOUSE PRINCIPAL CLERK

H D

HOUSE BILL DRH40163-MH-32A (02/06)

Short Title:	Repeal Plastic Bag Ban.	(Public)
Sponsors:	Representatives Boswell, J. Bell, and Bradford (Primary Sponsors).	
Referred to:		

A BILL TO BE ENTITLED

AN ACT TO REPEAL THE BAN ON PLASTIC BAGS IN CERTAIN COASTAL AREAS.

Whereas, the General Assembly finds that large retailers were prohibited in September 2009 from supplying plastic bags on the barrier islands of the Outer Banks as a pilot program; and

Whereas, the General Assembly finds that the purpose of this pilot program was to change consumer behavior with regard to the use of plastic bags and to create incentives for the use of reusable shopping bags; and

Whereas, the General Assembly finds that the ban was expanded in October 2010 to apply to all businesses in the affected area; and

Whereas, the General Assembly finds that businesses were required to pay consumers for bringing reusable shopping bags to stores; and

Whereas, the General Assembly finds that businesses have expended substantial capital to comply with this prohibition during a difficult economy when this capital could have been utilized to hire additional employees or expand their businesses; and

Whereas, the General Assembly finds that this prohibition impacts North Carolina businesses large and small, located not only in the Outer Banks but throughout North Carolina, and hinders their ability to create jobs; and

Whereas, the General Assembly finds it is in the best interest of the citizens of this entire State to reduce the distribution and use of plastic bags through recycling, reuse, and the use of reusable bags; and

Whereas, the General Assembly finds that the states of Texas, Florida, and Virginia have developed similar successful voluntary educational programs to educate the public about the importance of the recycling of plastic bags; and

Whereas, the General Assembly finds that a voluntary educational program informing North Carolina citizens of the availability of recycling sites throughout the entire State benefits every citizen; Now, therefore,

The General Assembly of North Carolina enacts:

SECTION 1. Part 2G of Article 9 of Chapter 130A of the General Statutes is repealed.

SECTION 2. G.S. 130A-22 reads as rewritten:

"**§ 130A-22. Administrative penalties.**

(a) The Secretary of Environmental Quality may impose an administrative penalty on a person who violates Article 9 of this Chapter, rules adopted by the Commission pursuant to Article 9, or any term or condition of a permit or order issued under Article 9. Each day of a continuing violation shall constitute a separate violation. The penalty shall not exceed fifteen thousand dollars ($15,000) per day in the case of a violation involving nonhazardous waste. The

penalty shall not exceed thirty-two thousand five hundred dollars ($32,500) per day in the case of a first violation involving hazardous waste as defined in G.S. 130A-290 or involving the disposal of medical waste as defined in G.S. 130A-290 in or upon water in a manner that results in medical waste entering waters or lands of the State; and shall not exceed fifty thousand dollars ($50,000) per day for a second or further violation involving the disposal of medical waste as defined in G.S. 130A-290 in or upon water in a manner that results in medical waste entering waters or lands of the State. The penalty shall not exceed thirty-two thousand five hundred dollars ($32,500) per day for a violation involving a voluntary remedial action implemented pursuant to G.S. 130A-310.9(c) or a violation of the rules adopted pursuant to G.S. 130A-310.12(b). ~~The penalty shall not exceed one hundred dollars ($100.00) for a first violation; two hundred dollars ($200.00) for a second violation within any 12 month period; and five hundred dollars ($500.00) for each additional violation within any 12 month period for any violation of Part 2G of Article 9 of this Chapter.~~ For violations of Part 7 of Article 9 of this Chapter and G.S. 130A-309.10(m): (i) a warning shall be issued for a first violation; (ii) the penalty shall not exceed two hundred dollars ($200.00) for a second violation; and (iii) the penalty shall not exceed five hundred dollars ($500.00) for subsequent violations. If a person fails to pay a civil penalty within 60 days after the final agency decision or court order has been served on the violator, the Secretary of Environmental Quality shall request the Attorney General to institute a civil action in the superior court of any county in which the violator resides or has his or its principal place of business to recover the amount of the assessment. Such civil actions must be filed within three years of the date the final agency decision or court order was served on the violator.

...."

SECTION 3. Section 13.10(c) of S.L. 2010-31 is repealed.

SECTION 4. This act becomes effective July 1, 2017.