



Town of Southern Shores

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

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

www.southernshores-nc.go

May 16, 2017

COUNCIL MEETING-9:00 A.M.-PITTS CENTER

1. Opening

- A. Call Meeting to Order (all citizens interested in offering Public Comment are reminded to sign up.)
- B. Pledge of Allegiance
- C. Moment of Silence
- D. Amendments to / Approval of Agenda
- E. Consent Agenda **(TAB 1)**
 - i. Minutes-April 4, 2017
 - ii. Surplus Resolution-Police Department

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

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

3. Old Business

- A. Review of the FY 17-18 Proposed Operating Budget-Requested by Council Member McDonald **(TAB 2)**

4. New Business

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

6. Other Business

- A. Mayor's Comments & Responses
- B. Council Member's Comments & Responses

7. Adjourn



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

RESOLUTION 2017-05-01

7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52

A RESOLUTION DECLARING CERTAIN PROPERTY OF THE TOWN TO BE SURPLUS AND AUTHORIZING THE DISPOSITION OF SAID PROPERTY

WHEREAS, the Town Council of the Town of Southern Shores, North Carolina, has determined that the Town owns certain personal property that is no longer needed or usable by the Town; and

WHEREAS, the property is described below:

1. Unit 1: Golden Eagle duel antenna same lane radar unit Est. Value (\$500.00)
Counting Unit/Faceplate: E 29627
Ka Band Antenna 1: KM34425
Ka Band Antenna 2: KM34423
2. Unit 2: Golden Eagle duel antenna same lane radar unit Est. Value (\$500.00)
Counting Unit/Faceplate: E 32965
Ka Band Antenna 1: KM43963
Ka Band Antenna 2: KM43983
3. Unit 3: Golden Eagle duel antenna same lane radar unit Est. Value (\$500.00)
Counting Unit/Faceplate: E 29629
Ka Band Antenna 1: KM34426
Ka Band Antenna 2: KM34427
4. Unit 4: Golden Eagle duel antenna same lane radar unit (Faceplate Not Detachable) Est. Value (\$500.00)
Counting Unit: E 29461
Ka Band Antenna 1: KM33818
Ka Band Antenna 2: KM33817
5. Unit 5: Golden Eagle duel antenna same lane radar unit (no plate on the rear of faceplate but unit does work) Est. Value (\$500.00)
Counting unit Serial # E29482
Ant # 1 Serial # KM33819
Ant # 2 Serial # KM33830
6. Unit # 6 Golden Eagle II RADAR unit Est. Value (\$500.00)
Counting Unit Serial # KE20835
Ka Ant # 1 Serial # DE37366
Ka Ant # 2 Serial # DE37367

53 7. 6 WE-G17 airsoft guns / 2 WE-G17 airsoft guns / 2 WE-M4 airsoft guns
54 All guns include 2 magazines each
55 10 airsoft full face masks (X-Ray brand)
56 Over 15,000 rounds of airsoft ammo
57 4 speed loaders for airsoft handguns
58 Estimated value as a lot= (\$400.00)
59

60 **NOW, THEREFORE, BE IT RESOLVED** by the Southern Shores Town Council that the
61 Town Manager or his designee are hereby authorized to dispose of the aforementioned property
62 by any means allowable to include offering for sale at public auction, donation to a nonprofit
63 organization, internet on-line offering, private negotiation and sale, upset bid process, or
64 destruction.
65

66 **AND BE IT FURTHER RESOLVED** that property described in this resolution is surplus
67 as of May 16, 2017.
68

69 ATTEST:
70

71 _____
72 Thomas G. Bennett, Mayor

Sheila Kane, Town Clerk

Request the following equipment be declared surplus, it is no longer of use to this department.

2017 Surplus Equipment - Police Department equipment

Unit 1: Golden Eagle duel antenna same lane radar unit Est. Value (\$500.00)

Counting Unit/Faceplate: E 29627

Ka Band Antenna 1: KM34425

Ka Band Antenna 2: KM34423

Unit 2: Golden Eagle duel antenna same lane radar unit Est. Value (\$500.00)

Counting Unit/Faceplate: E 32965

Ka Band Antenna 1: KM43963

Ka Band Antenna 2: KM43983

Unit 3: Golden Eagle duel antenna same lane radar unit Est. Value (\$500.00)

Counting Unit/Faceplate: E 29629

Ka Band Antenna 1: KM34426

Ka Band Antenna 2: KM34427

Unit 4: Golden Eagle duel antenna same lane radar unit (Faceplate Not Detachable) Est. Value (\$500.00)

Counting Unit: E 29461

Ka Band Antenna 1: KM33818

Ka Band Antenna 2: KM33817

Unit 5: Golden Eagle duel antenna same lane radar unit (no plate on the rear of faceplate but unit does work) Est. Value (\$500.00)

Counting unit Serial # E29482

Ant # 1 Serial # KM33819

Ant # 2 Serial # KM33830

Unit # 6 Golden Eagle II RADAR unit Est. Value (\$500.00)

Counting Unit Serial # KE20835

Ka Ant # 1 Serial # DE37366

Ka Ant # 2 Serial # DE37367

6 WE-G17 airsoft guns

2 WE-G17 airsoft guns (not functioning can be used for parts)

2 WE-M4 airsoft guns

All guns include 2 magazines each (M-4 magazines leak but still operate need to be filled more often)

10 airsoft full face masks (X-Ray brand)

Over 15,000 rounds of airsoft ammo

4 speed loaders for airsoft handguns

Estimated value as a lot= (\$400.00)

Town of Southern Shores Fiscal Year 2017- 2018



Proposed Operating Budget

Filed May 2, 2017

CONTENTS

- Budget Message
- FY 2017 - 2018 Assessed Value, Levy, and Tax Rate
- Budget Development Calendar for FY 2017 - 2018
- General Fund Expenditures Graph
- General Fund Revenues Graph
- Occupancy, Sales Tax and Land Transfer Graph
- Proposed Line Item Budgets including Departmental Justifications:
 - General Fund
 - Cemetery Fund
 - Capital Reserve Fund



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

May 2, 2017

Budget Message
Fiscal Year 2017-2018
[NC General Statute §159-1]

To the Honorable Mayor and Members of the Town Council:

In accordance with the State of North Carolina's *Local Government Budget and Fiscal Control Act*, submitted today for filing with the Town Clerk is the proposed Town of Southern Shores operating budget for upcoming fiscal year 2017-2018.

This proposed budget filed today is balanced and, projects no increase in the Town's current property tax rate of 22.0 cents per \$100 of taxable property value. It does not project any contribution from the Town's unassigned fund balance to balance. 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. During the preceding year, some of the other municipalities increased their ad valorem tax levies for upcoming beach nourishment projects. However one municipality did not levy increased taxes for a beach nourishment project for the upcoming year, resulting in the Town of Southern Shores' projected revenues from distributed taxes remaining stable for the upcoming year. The overall fiscal goal of Town administration continues to be best possible delivery of all public municipal services in an economically feasible manner. By successfully accomplishing this goal each year, end-of-year budget savings and any realized unbudgeted or 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.). For this upcoming fiscal year, two advertised open-meeting budget work sessions were conducted in 2017 by the Town Council on March 21st and April 18th. The Town Manager-Budget Officer, the Finance 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. As related to the Town Council at the second open meeting budget work session, this proposed budget is balanced without recommending any increase in the Town's current property tax rate, nor with any recommended contribution from the Town's unassigned fund balance.

Budget Highlights for fiscal year beginning July 1, 2017:

1. Finance/Administration

- As in previous years' recommended budgets, the projected budget for the upcoming fiscal year does not recommend any property tax rate increase, nor does it recommend any contribution from the Town's undesignated fund balance.
- The Town continues to remain free of all debt obligations.
- The Town continues to maintain a healthy unassigned fund balance as determined by the Auditor as of June 30 of each fiscal year, for use in case of emergencies and unanticipated but necessary expenses.

2. Planning and Code Enforcement Department

- The project to update the existing Town Code of Ordinances continues into FY 17-18. In accordance with local government auditing standards as recommended by the Town Auditor, all amounts obligated under the existing contract for that service that have not been spent as of June 30, 2017, will need to be re-budgeted by amendment after July 1, 2017 in order that they may be used for expenditure under the same contract in FY 17-18.
- On February 21, 2017, the Town Council directed the update of the Town's Land Use Plan, necessitating inclusion of a projected expense in the FY 17-18 proposed budget.

3. Police Department

- The continuation of the successful School Resource Officer Program for Kitty Hawk Elementary School is budgeted this year.
- The Police Department will be providing two 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.

4. Public Works Department & Infrastructure Improvements

- This year's proposed budget contains costs for Infrastructure Improvements to be implemented based on a priority to be adopted by the Council subsequent to adoption of its budget. This amount, originally \$516,000, equivalent to revenue generated from 4.04 cents of the Town's total ad valorem (property) tax rate (22.0 cents per \$100 of assessed property value), was directed on March 21, 2017 by the Town Council to be increased by \$134,000 to \$650,000. And on April 18, 2017, the Town Council directed the expense to be designated for all the Town's infrastructure improvements rather than just capital street improvements. [The 4.04 cents rate would be equal to (revenue neutral) a rate of 3.0 cents under the Town's previous fiscal years' budgets adopted based on Town property values in effect prior to January 1, 2013.]
- Since 2015, the Town Council has held a separate Public Hearing after budget adoption for proposed adoption of a prioritization of capital street improvements for the upcoming year. This additional procedure adds yet another layer of opportunity for public input for attention to needed infrastructure improvements.
- This year's proposed budget again recommends an appropriation to be used for Town-owned bulkhead repair and replacement.
- This year's proposed budget again recommends a contribution to the Town's Capital Reserve Fund for the purpose of future use towards the costs of any future capital or strategic objectives directed by the Town Council to be planned. On April 18, 2017, the Town Council directed funds from the Capital Reserve Fund's Canal Maintenance sub-fund be used in the projected FY 17-18 budget for the proposed expense of a canal work boat for the Public Works Department.
- 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.
- Beach Nourishment. Although originally budgeted by amendments to the current year's (FY 16-17) budget, all or a portion of planned beach nourishment of the southern portion of the public trust ocean beach in the Town may occur in FY 17-18. Current budgeted funds that are not used in FY 16-17 will automatically revert into the Town's unassigned fund balance on June 30, 2017, and will need to be re-budgeted by amendment post-July 1, 2017 if needed during next fiscal year to complete the beach nourishment project. The levying of special assessments totaling \$150,000 on properties in the beach nourishment project area will occur during FY 16-17 - however the actual collection of the special assessments, incrementally in equal amounts over five (5) years, will begin in FY 17-18. As special assessment payments are received, the amounts will be proposed to be budgeted by amendment as revenue, and also proposed to be budgeted as an appropriate expense for reimbursement to the Town's unassigned fund balance which will be used to front the special assessment portion of the beach nourishment expense.

5. Planning for Fire Department Future Facility Needs

- On April 4, 2017 the Town Council directed inclusion in the projected FY 17-18 budget the expense for four phases of architectural design work, sufficient to receive by bid a final construction cost for the Town Council to consider in its ongoing planning during the four phases of design. The design to be considered will be that of a new fire station for the Southern Shores Volunteer Fire Department, Inc. to serve the Town.

The proposed budget for the upcoming Fiscal Year 2017-2018 as filed is now available for public inspection. It will be accessible on the Town's website May 3, 2017 in anticipation of the Council's public hearing on the proposed budget, recommended to be held on June 6, 2017. After the public hearing, the Town Council may further deliberate at its discretion on the components of this proposed budget. The Council may take alternative actions after the public hearing and prior to July 1, 2017 - by either adopting this budget as proposed, or amending the proposed budget and adopting it as amended.



Peter Rascoe
Budget Officer/Town Manager

**FY 17-18 Assessed Value and Levy
and Tax Rate Equivalency**

\$ 1,301,073,061 Assessed Value as of Jan 1, 2017

(x) .22 current ad valorem Tax Rate

(+) 853 Late Listing Penalties

(=) \$ 2,863,214 Total Levy

(+) .69% growth

(x) 99.81% FY 15-16 Collection Rate

(=) \$ 2,877,530 Ad Valorem Tax Revenue Budgeted

(÷) .22 Current ad valorem Tax Rate

(=) One penny (.01) of the tax rate generates revenue of **\$ 129,899**

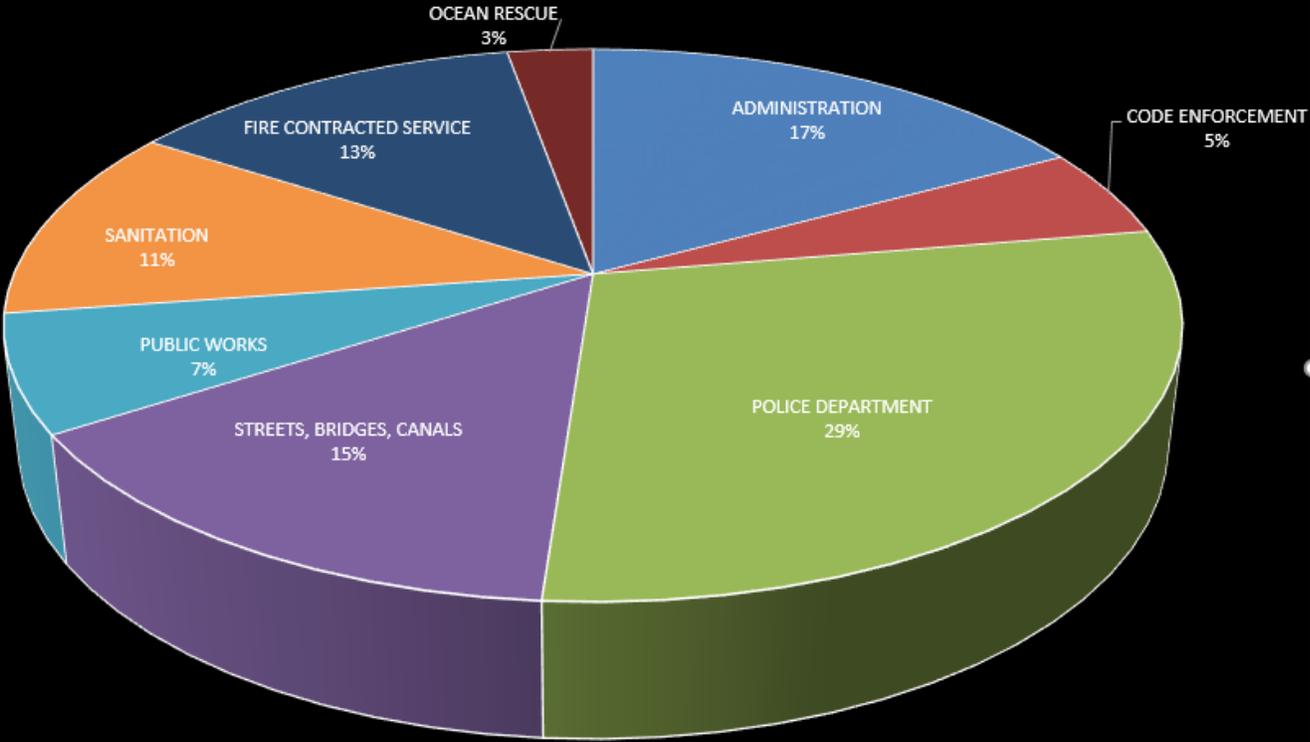
Budget Preparation Calendar for Fiscal Year 2017-2018

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

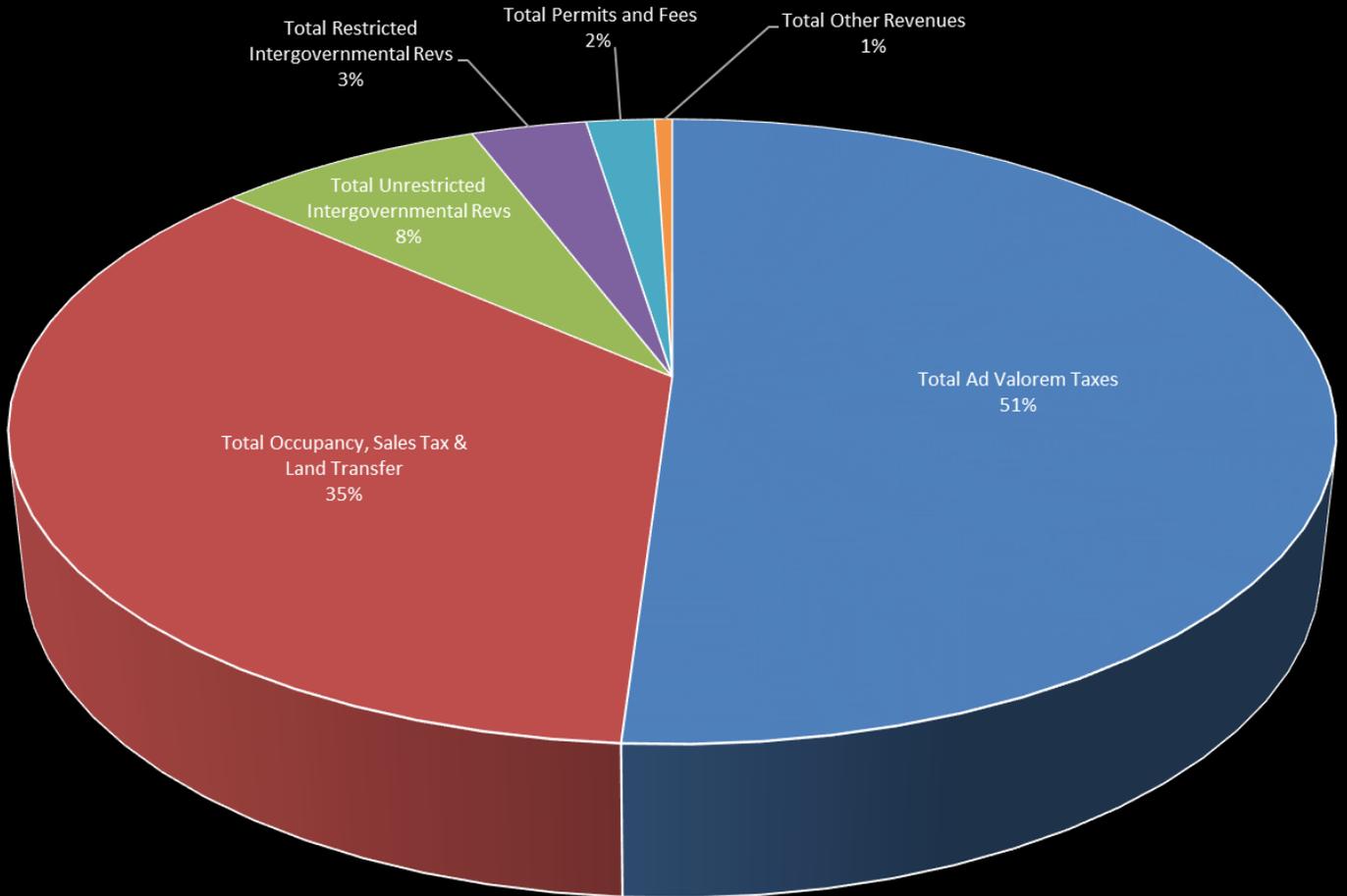
(Meetings are all Regular Meetings - Each meeting has two (2) opportunities for Public Comment)

- **March 21, 2017 - 9:00 AM Regular Meeting** - Budget Work Session, Budget projected expenditures review - Council may direct changes.
- **April 18, 2017 - 9:00 AM Regular Meeting** - Budget Work Session, Projected revenues review and further projected expenditures review - Council may direct changes.
- **May 2, 2017 - 5:30 PM Regular Meeting** - Budget Officer files his recommended budget to Council (inclusive of any previous Council directives) with the Clerk - (Clerk makes filed-recommended budget available for public inspection, and publishes notice of June 6, 2017 Public Hearing - Council may direct changes.
- **May 16, 2017 - 9:00 AM Regular Meeting** - (Council may direct changes during Council comment period).
- **June 6, 2017 - 5:30 PM Regular meeting** - Public Hearing (separate from 2 public comment periods) on the FY 2017-2018 proposed budget. Council may adopt after the public hearing, and must adopt at any time through June 30.
- **June 6, 2017 - 5:30 PM Regular Meeting** - Publication of final staff-recommended Infrastructure Improvement Plan for FY 2017-2018 - Council may direct changes.
- **July 5, 2017 - 5:30 PM Regular Meeting** - Public Hearing on final staff-recommended Infrastructure Improvement Plan for FY 2017-2018 - Council may direct changes prior to adoption, or not adopt.

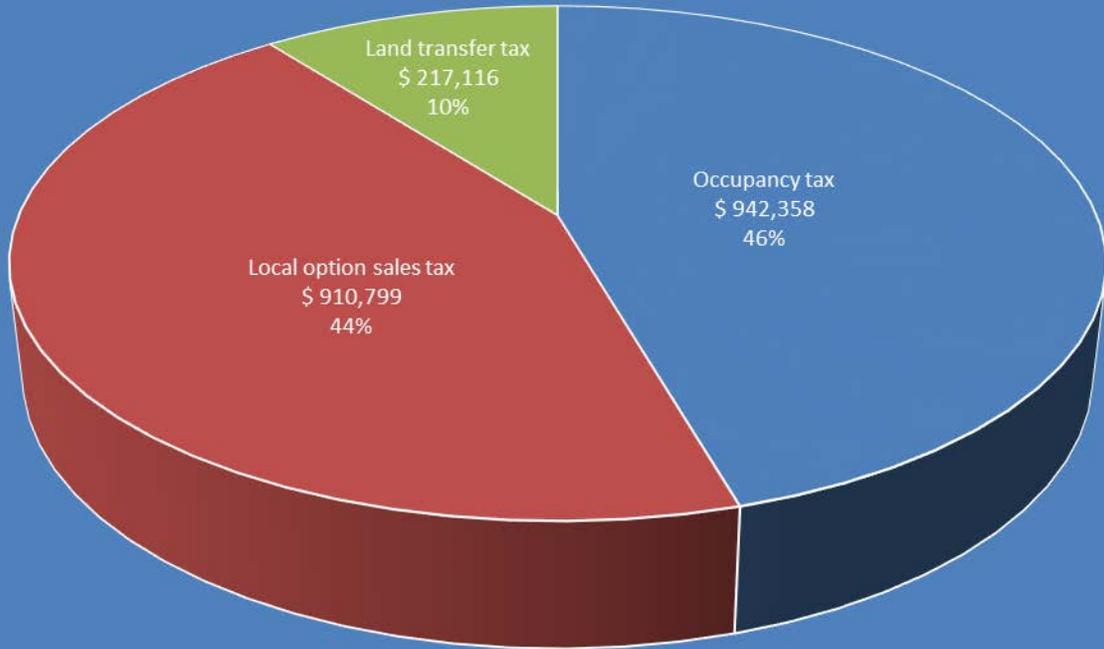
GENERAL FUND EXPENDITURES FY 17-18



GENERAL FUND REVENUES



Occupancy, Sales Tax & Land Transfer Tax



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	2,980,030	2,980,030	
Occupancy, Sales Tax & Land Transfer Tax:	2,057,117	2,079,459	1,971,422	2,070,273	2,070,273	
UNRESTRICTED Intergovernmental Revenues	428,872	479,417	450,300	450,600	450,600	
RESTRICTED Intergovernmental Revenues	278,147	1,007,043	389,417	194,250	194,250	
Permit and Fees	126,049	122,769	112,400	115,000	115,000	
Other revenues	44,691	77,599	15,500	29,600	29,600	
SubTotal:	5,831,090	6,702,217	5,857,404	5,839,753	5,839,753	
Transfer IN from Other Funds	-	-	75,714	22,000	22,000	
Lease proceeds	72,692	-	-	-	-	
Appropriated-Undesignated Fund Balance	-	-	796,873	-	-	
Total:	5,903,782	6,702,217	6,729,991	5,861,753	5,861,753	
Expenditures:						
Administration Department	1,125,971	954,363	967,553	982,780	982,780	
Code Enforcement Department	194,530	210,681	276,560	303,001	303,001	
Police Department	1,588,327	1,438,850	1,602,802	1,654,546	1,654,546	
Streets, Bridges and Canals	2,278,030	1,754,576	2,074,786	845,602	845,602	
Public Works Department	503,218	406,739	417,054	393,706	393,706	
Sanitation Services	639,502	674,620	647,300	657,486	657,486	
Fire Contracted Service	525,505	475,505	476,880	749,625	749,625	
Ocean Rescue Contracted Service	158,000	158,126	161,550	161,550	161,550	
Total Operating General Fund Expenditures	7,013,083	6,073,460	6,624,485	5,748,296	5,748,296	
Transfer OUT to Capital Project Fund						
Transfer OUT to Capital Reserve Fund- Canals	20,000		20,000	20,000	20,000	
Transfer OUT to Capital Reserve Fund			85,506	93,457	93,457	
			6,729,991	5,861,753	5,861,753	
REVENUES OVER (UNDER) EXPENDITURES	(1,109,301)	628,757	-		-	
.01 = \$129,899						

GENERAL FUND						
REVENUES	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Amended	FY 17-18 Requested	FY 17-18 Recommended	FY 17-18 Adopted
AD VALOREM TAXES:						
Property taxes - current year	2,803,636	2,832,305	2,827,865	2,877,530	2,877,530	
Property taxes - prior years	5,894	9,523	5,000	5,000	5,000	
Vehicle taxes - current year/NCVTS	367	-	-	-	-	
Vehicle taxes - prior years	1,139	69	2,500	2,500	2,500	
NCVTS	81,793	90,626	80,000	92,000	92,000	
Tax penalties and interest	3,385	3,407	3,000	3,000	3,000	
Total Ad Valorem Taxes	2,896,214	2,935,930	2,918,365	2,980,030	2,980,030	
Occupancy, Sales Tax & Land Transfer Tax:						
Occupancy tax	953,313	948,488	885,791	942,358	942,358	
Local option sales tax	862,727	894,212	871,763	910,799	910,799	
Land transfer tax	241,077	236,759	213,868	217,116	217,116	
Total Occupancy, Sales Tax & Land Transfer	2,057,117	2,079,459	1,971,422	2,070,273	2,070,273	
UNRESTRICTED INTERGOVERNMENTAL REVENUES:						
Utilities franchise tax	226,427	281,555	254,000	254,000	254,000	
Video Programming Tax	71,676	69,122	67,000	70,000	70,000	
Telecommunications tax	32,833	27,499	28,000	25,000	25,000	
PEG Channel Revenue	29,226	28,071	28,500	28,500	28,500	
ABC revenues	53,299	59,175	58,000	58,000	58,000	
Beer and Wine Tax	13,574	12,599	13,000	13,000	13,000	
Solid Waste Disposal Tax	1,837	1,396	1,800	2,100	2,100	
Total Unrestricted Intergovernmental Revs	428,872	479,417	450,300	450,600	450,600	
RESTRICTED INTERGOVERNMENTAL REVENUES:						
Powell Bill	119,878	119,567	118,000	119,000	119,000	
Governor's Crime Commission	8,489	13,693	18,750	22,500	22,500	
COPS Grant- DOJ	20,833	41,173	41,667	-	-	
GHSP Grant	-	-	27,000	18,750	18,750	
Controlled Substance tax	354	406	-	-	-	
Government Access Channel Grant	5,484	10,000	10,000	10,000	10,000	
Shoreline Stabilization	24,000	24,000	24,000	24,000	24,000	
NCDOT Grant	85,733	798,204	150,000	-	-	
NCDOT Grant (Bike & Pedestrian Plan)	11,792	-	-	-	-	
Total Restricted Intergovernmental Revs	278,147	1,007,043	389,417	194,250	194,250	

REVENUES	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Amended	FY 17-18 Requested	FY 17-18 Recommended	FY 17-18 Adopted
PERMITS AND FEES:						
Building permits	108,819	103,446	95,000	96,000	96,000	
Plan review fees	6,450	8,176	6,200	7,000	7,000	
CAMA fees	1,945	3,380	2,200	2,500	2,500	
Planning board fees	650	2,450	500	1,000	1,000	
Court costs and fees	935	1,017	1,000	1,000	1,000	
Parking and other fines	7,250	4,300	7,500	7,500	7,500	
Total Permits and Fees	126,049	122,769	112,400	115,000	115,000	
Other Revenues:						
Interest income	2,904	11,251	7,500	22,000	22,000	
Charter Communications	16,889	18,324	-	-	-	
Sale of fixed assets	11,272	10,222	3,300	-	-	
Rental Income	2,400	9,900	2,400	2,400	2,400	
Miscellaneous	10,414	2,138	2,300	2,500	2,500	
Body Armour Grant	1,584	1,951	-	1,200	1,200	
Outer Banks Community Foundation	-	1,500	-	1,500	1,500	
Insurance proceeds	812	22,313	-	-	-	
Total Other Revenues	44,691	77,599	15,500	29,600	29,600	
Total Other Revenues	2,934,876	3,766,287	2,939,039	2,859,723	2,859,723	
TOTAL REVENUE BEFORE TRANSFERS						

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	370,119	
FICA	25,134	25,490	29,070	29,737	29,737	
Retirement	43,343	42,208	44,267	46,265	46,265	
Group Health insurance	38,759	44,968	41,866	45,809	45,809	
Council Compensation	11,400	15,554	18,600	18,600	18,600	
Council Travel & Training	-	-	-	1,500	1,500	
Unemployment Payments	10,982	519	-	-	-	
Legal services	48,919	52,480	59,400	61,500	61,500	
Audit services	16,273	16,069	16,250	16,250	16,250	
Payroll services	7,244	7,861	7,500	7,500	7,500	
Computer services	62,664	58,384	70,000	52,200	52,200	
Insurance and bonds	78,158	84,036	75,000	75,000	75,000	
Advertising	244	823	1,000	1,000	1,000	
Travel	3,399	8,964	8,855	8,800	8,800	
Telephone	29,157	28,631	26,800	28,600	28,600	
Utilities	21,502	20,275	25,000	25,000	25,000	
Dues/subscriptions	7,669	7,564	8,500	10,000	10,000	
Training	3,748	7,792	10,315	10,300	10,300	
Supplies	12,667	9,847	9,765	10,000	10,000	
Postage	1,477	1,572	2,000	2,000	2,000	
Equipment lease & maintenance	6,937	22,605	12,000	12,000	12,000	
Municipal Elections	-	3,570	-	4,300	4,300	
Dare County tax collection	46,012	46,838	46,000	48,000	48,000	
Gov't. Access Channel (PEG Channel)	29,225	28,071	28,500	28,500	28,500	
Gov't. Access Channel Membership	1,000	1,000	1,000	1,000	1,000	
Town code publishing	2,382	2,835	5,000	5,000	5,000	
Vehicle Operations	1,298	171	500	500	500	
EE Recognition & Appreciation	8,536	7,290	8,500	8,500	8,500	
Wellness Initiative	2,689	868	3,000	3,000	3,000	
Contracted Services	14,983	1,068	5,000	-	-	
Misc.	999	-	4,000	10,000	10,000	
Technology Update- Pitts Center	6,381	10,276	10,000	10,000	10,000	
Recording of Meetings	4,775	5,242	8,500	11,800	11,800	
Cleaning of Town Buildings	16,900	16,430	20,000	20,000	20,000	
Capital Outlay- Vehicle	-	19,293	-	-	-	
Capital Outlay- Purchase of Property	204,832	-	-	-	-	
Total	1,125,971	954,363	967,553	982,780	982,780	

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	150,961	150,961	
FICA	8,709	10,008	9,700	11,633	11,633	
Group Health insurance	21,201	22,110	21,257	23,348	23,348	
Employee retirement	13,894	15,517	15,533	16,159	16,159	
Contracted Services	14,998	21,095	18,000	20,700	20,700	
Printing	942	202	1,000	1,000	1,000	
Advertising	163	528	1,000	1,000	1,000	
Travel	749	-	2,000	1,000	1,000	
Dues/subscriptions	130	170	500	500	500	
Training	376	-	1,500	1,500	1,500	
Supplies	570	404	1,200	1,200	1,200	
Vehicle operations	864	788	2,000	1,000	1,000	
Vehicle maintenance	-	-	2,000	2,000	2,000	
Homeowners Recovery fee	778	477	1,000	1,000	1,000	
Flood Zone Map Mailing	1,307	1,810	1,600	2,000	2,000	
Misc	-	14	1,000	1,000	1,000	
NCDOT Grant (Bike and Ped. Plan)	14,740	-	-	-	-	
Historic Landmark Designation	-	-	5,000	5,000	5,000	
Town Code Update	-	12,529	65,470	-	-	
Land Use Plan	-	-	-	60,000	60,000	
BOA transcription	-	-	-	2,000	2,000	
Total Code Enforcement	194,530	210,681	276,560	303,001	303,001	

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	879,121	
Holiday	28,674	29,128	25,000	25,000	25,000	
Overtime	13,390	11,411	20,000	20,000	20,000	
FICA	60,529	65,767	68,482	70,697	70,697	
Group Health insurance	97,607	113,446	107,424	118,163	118,163	
Employees retirement	98,749	104,238	114,529	120,565	120,565	
Career Development	-	1,000	4,500	4,500	4,500	
Computer services	6,566	6,646	8,500	8,500	8,500	
Printing	791	-	1,000	1,000	1,000	
Advertising	819	-	-	-	-	
Travel	8,079	10,730	12,000	12,000	12,000	
Dues/subscriptions	1,668	1,899	1,500	1,500	1,500	
Training	4,703	5,697	15,000	15,000	15,000	
Medical testing	1,904	-	200	1,000	1,000	
Uniforms	16,446	15,428	20,000	20,000	20,000	
Supplies	22,319	32,146	37,200	37,200	37,200	
Contracted Services	5,780	9,105	14,000	16,500	16,500	
Equipment lease & maint.	3,343	3,050	4,700	5,000	5,000	
Equipment purchase	46,660	49,201	63,600	63,600	63,600	
Vehicle maintenance & repair	16,276	19,849	20,000	20,000	20,000	
Vehicle operations	34,493	25,057	43,000	43,000	43,000	
Misc.	-	107	5,000	5,000	5,000	
Debt Service	222,035	-	-	-	-	
Capital Outlay- Vehicles	72,668	70,919	79,000	83,000	83,000	
GCC Grant- Radios	10,375	14,605	25,000	30,000	30,000	
GHSP Grant- Body Cams	-	-	36,000	25,000	25,000	
Total	1,534,327	1,416,173	1,575,802	1,625,346	1,625,346	
Sep. Allowance Transferred to Pension Fund	54,000	22,677	27,000	29,200	29,200	
Total Police	1,588,327	1,438,850	1,602,802	1,654,546	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	4,000	
Engineering & Arborist Services	3,802	1,794	4,296	5,000	5,000	
Street Maintenance	27,358	54,278	24,702	57,202	57,202	
Brush Trimming	10,750	7,650	8,900	20,000	20,000	
Bridge Maintenance	893	915	1,900	1,500	1,500	
Beach Profile Study	-	-	35,000			
Beach Nourishment Engineering	-	-	45,000			
Beach Nourishment - Legal	-	-	25,000			
Beach Nourishment			350,000			
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	-			
Scuppernon 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 Infrastructure Projects	-	-	-	650,000	650,000	
Tall Pine Bridge	107,167	997,755	-			
Canal Dredging Project- Debt Payment	1,463,642	-	-			
Waterway Maintenance and Repair	400	400	400	400	400	
Storm Debris Cleanup	1,568	-	67,300	22,500	22,500	
Bulkhead Maintenance and Repair	-	62,490	80,000	85,000	85,000	
NC Hwy12-E. Dogwood Stormwater Flooding	-	-	450,000			
Dogwood Trail Physical Survey	-	-	63,975			
Total	2,278,030	1,754,576	2,074,786	845,602	845,602	

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	FY 15-16	FY 16-17	FY 17-18	FY 17-18	FY 17-18
	Actual	Actual	Amended	Requested	Recommended	Adopted
Salaries	206,448	209,340	217,075	189,875	189,875	
FICA	15,651	15,092	16,817	14,524	14,524	
Group Health insurance	34,863	38,373	36,866	35,193	35,193	
Employee retirement	24,918	23,442	26,929	23,734	23,734	
Training	1,725	4,410	2,354	2,000	2,000	
Printing	-	-	600	600	600	
Travel	406	2,417	2,000	2,000	2,000	
Uniforms	2,765	3,779	3,000	3,500	3,500	
Dues and Subscriptions	320	489	755	330	330	
Supplies	2,768	3,204	28,133	5,000	5,000	
Advertising	107	1,096	700	450	450	
Safety Compliance	1,481	586	1,100	1,100	1,100	
Town buildings maintenance & repairs	76,983	25,948	27,300	27,300	27,300	
Green Initiative	3,898	-	-	-	-	
Beautification-grounds	4,897	11,499	2,744	5,000	5,000	
Equipment lease & maintenance	2,355	5,167	3,300	3,000	3,000	
Vehicle maintenance & repair	3,817	1,977	3,000	3,000	3,000	
Vehicle operations	7,963	5,434	7,000	7,000	7,000	
Misc	1,592	593	950	950	950	
Capital Outlay- Equipment	43,168	27,609	-	-	-	
Capital Outlay- Vehicle	25,475	-	-	-	-	
Medical Testing	130	131	150	150	150	
Equipment Purchase	16,118	-	4,500	21,000	21,000	
Boat purchase-(From CRF-Canals)	-	-	-	22,000	22,000	
Shoreline Stabilization	24,000	24,000	31,256	24,000	24,000	
Parking Lot Maintenance	1,370	2,153	525	2,000	2,000	
Total	503,218	406,739	417,054	393,706	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 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.

Cemetery Fund

FY 17-18 Budget Highlights

The Southern Shores Cemetery was formally established as a municipal cemetery in 1981, and is operated and maintained by the Town of Southern Shores. A "Cemetery Fund" was established and is maintained as a part of the Town budget.

Cemetery

- **Salaries:** \$6,240 projected for salary of one annual seasonal employee to work April through September, 26 weeks for 20 hours per week at a rate of \$12 per hour assisting with maintenance and upkeep of the Town cemetery.
- **FICA:** \$500 projected based on calculation of 7.65% of the salary above.
- **Beautification:** \$3,800 projected for seeding and fertilization of the cemetery lawn areas and any other beautification measures as necessary.
- **Software license:** \$640 projected for annual licensure of cemetery mapping software program.

Budget for FY 17-18 remains the same as FY 16-17 for the Cemetery Fund.

Capital Reserve Fund	FY 16-17 Amended	FY 17-18 Requested	FY 17-18 Recommended	FY 17-18 Adopted
Revenues				
Tr IN from GF	20,000	20,000	20,000	
Total	20,000	20,000	20,000	
Expenses				
Channel and Canal Maintenance	20,000	20,000	20,000	
Total	20,000	20,000	20,000	
Current Balance in CRF (Total):	166,723			
Note:				
Proposed FY 17-18 Appropriation for Canal Maintenance	20,000			
Proposed (page 12) FY 17-18 Appropriation for other Cap. Project	93,457			
FY 17-18 directed transfer to proposed GF - boat purchase	(22,000)			
Projected amount then reserved for canals maintenance	(58,000)			
Projected July 1, 2017 Balance for other Cap. Projects	200,180			

Capital Reserve Fund

FY 17-18 Budget Highlights

Pursuant to authority of Part 2, Article 3 of the *Local Government Budget and Fiscal Control Act* [NCGS §159-18 thru §159-22], the Capital Reserve Fund was established by Town Council resolution dated March 6, 2007 and amended June 19, 2012 and exists for "*future capital outlay purposes of acquiring, constructing, maintaining and/or improving (i) Town right-of-ways and streets, (ii) bridges, (iii) buildings and other structures, (iv) developed or undeveloped properties, (v) stormwater management systems, (vi) canals and bulkheads, and (vi) beaches.*" Pursuant to NCGS §159-22, no withdrawal from the Capital Reserve Fund may be authorized for any purpose not specified in the resolution or ordinance establishing the fund or in a resolution or ordinance amending it.

Capital Reserve Fund

- Interior Canal Maintenance: Annual \$10,000 projected for necessary interior maintenance of canals, including future dredging and surveying work.
- Outside Channel Maintenance: Annual \$10,000 projected for maintenance of the Ginguite Creek channel, including future dredging and surveying work.