

Town of Southern Shores Fiscal Year 2016 - 2017



Proposed Operating Budget Filed May 3, 2016

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Town of Southern Shores

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May 3, 2016

Budget Message

Fiscal Year 2016-2017

[NC General Statute §159-1]

Highlights of Proposed Budget for FY 2016-2017:

- No tax rate increase
- No transfer of Unassigned Fund Balance to balance the budget
- Decrease of General Fund Budget by amount of \$1,144,349
- No expense for debt or debt service
- Continued funding of Capital Improvement Plan for remaining failing Town streets
- Funding for potential physical survey of South and East Dogwood Trail/encroachments
- Funding for remedial measures for flooding along NC Highway 12 at East Dogwood Trail
- Significant savings due to new solid waste collection contract
- Funding for completion of contract obligation for modernization of Town Code
- Direct appropriation to the Capital Reserve Fund for future capital needs

Current Town Financial Highlights:

- Town assets exceed liabilities as of June 30, 2015 by net position of \$12,170,628
- Unassigned Fund Balance of \$3,366,840 as of June 30, 2015 for natural disaster recovery
- No Debt

To the Honorable Mayor and Members of the Town Council:

In accordance with the required provisions of the State of North Carolina's *Local Government Budget and Fiscal Control Act*, today I file with the Town Clerk the proposed Town of Southern Shores operating budget for upcoming fiscal year 2016-2017.

This proposed budget filed today is balanced, and just as all previous proposed budgets I filed for the Town of Southern Shores since my first for FY 11-12, this budget projects no increase in the Town's current property tax rate of 22.0 cents per \$100 of taxable property value, and does not project any contribution from the Town's undesignated fund balance. The Town's current tax rate of .22, considering other Towns' municipal service district tax rates, is one of the lowest rate of

any local government in Dare County. Real property development and construction industries in the Town of Southern Shores continue to experience growth. This has and will continue to translate into an increase in the taxable property values of the Town. Seasonal visitation, real property sales, and retail sales also continue to expand, resulting in steady revenues for the Town from formula distributions of significant revenues from occupancy tax, sales tax, and land transfer tax. Those sources of revenue are distributed to all municipalities in Dare County based on a formula established by State law each being distributed in proportion to the amount of ad valorem taxes levied by each Dare County municipality for the preceding fiscal year. Although some of the other municipalities did increase both their town-wide and municipal service district ad valorem tax levies for upcoming beach nourishment projects, the Town of Southern Shores' projected revenues from distributed taxes are still projected to increase for the upcoming year. The overall fiscal goal of Town administration continues to be the best possible delivery of superior public municipal services in an economically feasible manner, and in accordance with the Town Council's adopted policies. The Town of Southern Shores ties with the Town of Duck in providing its superior services to Town citizens with the least number of employees of any of the other municipalities in Dare County. By successfully accomplishing this goal each year, end-of-year budget savings and any realized unbudgeted or unanticipated revenues are transferred into the Town's fund balance for future budgeting as appropriate.

In accordance with the legal requirements of 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. Some of those projected costs have increased, and some have been adjusted to indicate decreases. 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, an advertised open-meeting budget retreat was held on April 19, 2016 by the Town Council. The Town Manager-Budget Officer, the Finance Officer, and all salaried Department Heads were present to assist in fully explaining the proposed expenses for their Departments to deliver the Town's ongoing services. Each budget line of the projected operating expenses for next fiscal year was reviewed at the open budget retreat. As related to the Town Council at the open budget retreat, this proposed budget as filed today is balanced without recommending any increase in the Town's current property tax rate, nor with any recommended contribution from the Town's undesignated fund balance.

Other Highlights of Proposed Budget, in addition to those previously highlighted above:

- Funding for continuation of the successful School Resource Officer Program for Kitty Hawk Elementary School, under the Southern Shores Police Department, is budgeted this year.
- The Police Department will again be providing officers for the mutual effort of area local governments in having a presence at the US Highway 158 and NC Highway 12 intersection on visitor "check-in" days this summer - for the purpose of preventing traffic back-ups in the actual intersection itself.
- The Police Department's Community Resource Officer Program will continue this summer as a vital asset for the Town's public trust ocean beach.
- Funding to continue necessary repair and replacement of Town-owned bulkheads.

- Direct contribution to the Town’s Capital Reserve Fund to maintain the public canals and to further contribute with other shareholders to maintenance of the incoming Ginguite Bay channel.
- Funding to continue annual stabilization of the public trust ocean beach. The revenue for this expense is obtained from the Town’s designated portion of Dare County occupancy tax.

The proposed budget for the upcoming Fiscal Year 2016-2017 as filed is now available for public inspection. It will be accessible on the Town’s website in anticipation of the Council’s public hearing on the proposed budget, recommended to be held on June 7, 2016. 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, 2016 – by either adopting this budget as proposed, or amending the proposed budget and adopting as amended. ... It is anticipated the Town Council will hold a subsequent public hearing on July 5, 2016 for proposed adoption of the prioritization of capital street improvements for the upcoming year. This action would be after a budget is adopted prior to July 1, 2016 with a general appropriation for such improvements. This additional procedure adds yet another layer of public input opportunity for proposed ongoing capital improvements of substandard, aging, and failing Southern Shores streets originally built by private developers. On April 5, 2016 the Town Council adopted a “Strategic Plan 2016” (<http://southernshores-nc.gov/town-government/members/>) citing as an objective the creation of a street program. The Town’s ongoing annual adoption and implementation of a capital improvement plan for its streets meets this objective. The number of original streets needing immediate capital improvement decreases each year this capital improvement program is funded and implemented.



Peter Rascoe
Budget Officer/Town Manager

Public Service in Southern Shores this Year



School Resource Officer at KHES



Fire Prevention Training at KHES



Junior Firefighters Staffing at
Throwdown North of Town Annual
Charity Surfing Tournament



Surf Rescue



Advanced Law Enforcement Certification



Southern Shores Police Department Mentoring
at Annual KHES Fall Festival



Dunes of Dare Garden Club
Volunteer Street Side Trash Clean Up



Annual Veterans' Day Ceremony at Town Hall



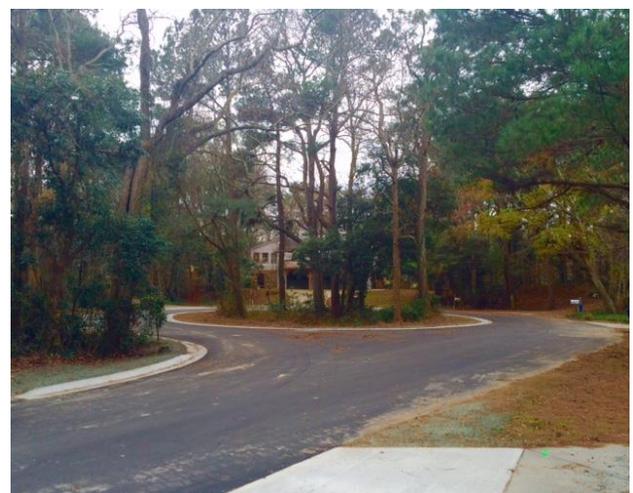
Town of Southern Shores Volunteer Fire
Department Training



Dedicated Volunteer Firefighters!



Town Employees Fighting for
A Cure for Breast Cancer



New Rebuilt Bear Track Lane



New Rebuilt segment of N. Dogwood Trail



New Rebuilt Hollow Beach Court



New Rebuilt Fox Grape Lane



New Rebuilt Segment of Beech Tree Trail



Tall Pine Bridge Replacement along S. Dogwood Trail

FY 16-17 Assessed Value and Levy
and Tax Rate Equivalency

\$ 1,288,527,495 Assessed Value as of Jan 1, 2016

(x) .22 current ad valorem Tax Rate

(+) 761 Late Listing Penalties

(=) \$ 2,835,521 Total Levy

(x) 99.73% FY 14-15 Collection Rate

(=) \$ 2,827,865 Ad Valorem Tax Revenue Budgeted

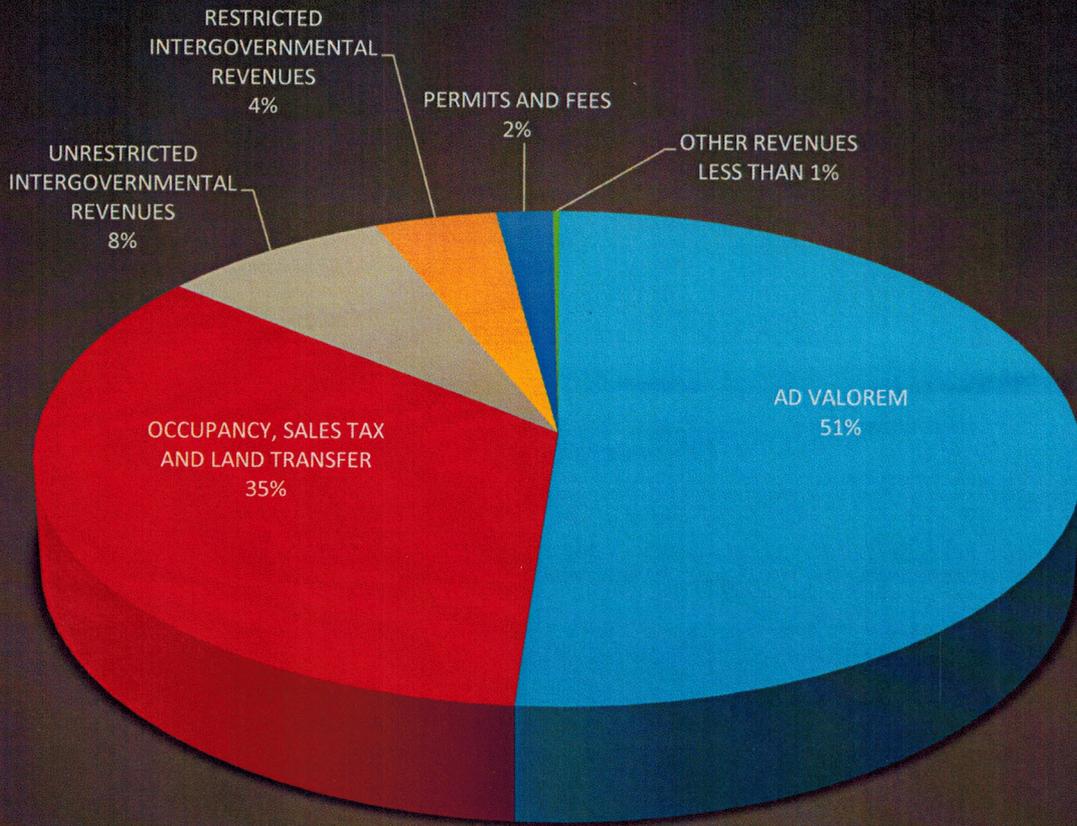
(÷) .22 Current ad valorem Tax Rate

(=) One penny (.01) of the tax rate generates revenue of \$ 128,539

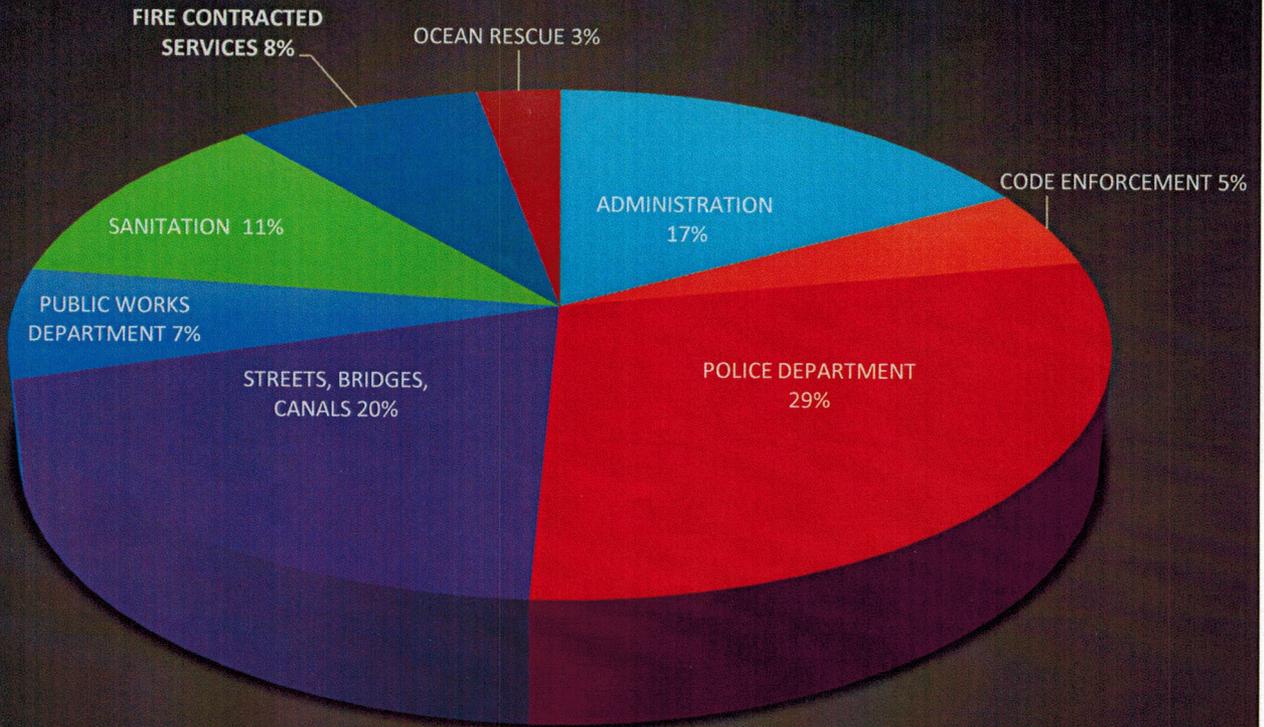
BUDGET DEVELOPMENT CALENDAR FOR FY 2016-2017

February 17, 2016	9:00 AM Town Manager/Budget Officer and Finance Officer meet with Department Heads to discuss development of budget requests/worksheets.
March 1, 2016	Department Heads and staff submit budget requests/worksheets to Town Manager/Budget Officer and Finance Officer. [NCGS §159-10]
March 21, 22 and 23, 2016	Town Manager/Budget Officer and Finance Officer discuss proposed budget requests with Department Heads and staff. [NCGS §159-10]
April 19, 2016	9:00 AM Council Budget Workshop – Town Manager/Budget Officer and Finance Officer present Budget Officer’s draft proposed balanced budget for preliminary review; any changes made at direction of the Council. [NCGS §159-11(a)]
May 3, 2016	Town Manager/Budget Officer files proposed budget with Town Clerk - available for public inspection. [NCGS §159-12(a)]
May 3, 2016	Public Hearing authorized for advertisement of proposed budget for June 7, 2016. [NCGS §159-12(b)]
June 7, 2016	5:30 PM Public Hearing and possible adoption of FY 2016-2017 budget by Budget Ordinance. [NCGS §159-13]
July 1, 2016	Adopted FY 2016-2017 budget becomes effective. [NCGS §159-8(b)]

GENERAL FUND REVENUES



GENERAL FUND EXPENDITURES



GENERAL FUND SUMMARY						
	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended	FY 16-17 Requested	FY 16-17 Recommended	FY 16-17 Adopted
Revenues:						
Ad valorem taxes	2,891,112	2,896,214	2,907,331	2,918,365	2,918,365	-
Other revenues	2,850,435	2,934,876	3,805,880	2,785,439	2,785,439	
SubTotal:	5,741,547	5,831,090	6,713,211	5,703,804	5,703,804	
Transfer IN from Capital Reserve Fund	-					
Lease proceeds	180,306	72,692				
Appropriated-Undesignated Fund Balance	-		134,942			
Total:	5,921,853	5,903,782	6,848,153	5,703,804	5,703,804	
Expenditures:						
Administration Department	875,842	1,125,971	985,928	963,663	1,019,953	
Code Enforcement Department	218,392	194,530	300,572	275,527	206,090	
Police Department	1,368,604	1,588,327	1,633,765	1,623,278	1,599,202	
Streets, Bridges and Canals	1,485,493	2,278,030	2,148,573	1,102,602	1,102,602	
Public Works Department	430,352	503,218	449,405	393,573	384,721	
Sanitation Services	646,946	639,502	676,160	647,300	647,300	
Fire Contracted Service	525,505	525,505	475,505	476,880	476,880	
Ocean Rescue Contracted Service	156,854	158,000	158,245	161,550	161,550	
Total Operating General Fund Expenditures	5,707,988	7,013,083	6,828,153	5,644,373	5,598,298	
Transfer OUT to Capital Project Fund	40,000					
Transfer OUT to Capital Reserve Fund- Canals		20,000	20,000	20,000	20,000	
Transfer OUT to Capital Reserve Fund				39,431	85,506	
			6,848,153	5,703,804	5,703,804	
REVENUES OVER (UNDER) EXPENDITURES	173,865	(1,109,301)	-	-	-	
.01 = \$128,539						

GENERAL FUND						
REVENUES	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended	FY 16-17 Requested	FY 16-17 Recommended	FY 16-17 Adopted
AD VALOREM TAXES:						
Property taxes - current year	2,780,093	2,803,636	2,817,831	2,827,865	2,827,865	
Property taxes - prior years	9,819	5,894	5,000	5,000	5,000	
Vehicle taxes - current year/NCVTS	33,975	367	-	-	-	
Vehicle taxes - prior years	3,433	1,139	2,500	2,500	2,500	
NCVTS	59,880	81,793	80,000	80,000	80,000	
Tax penalties and interest	3,912	3,385	2,000	3,000	3,000	
Total Ad Valorem Taxes	2,891,112	2,896,214	2,907,331	2,918,365	2,918,365	
Occupancy, Sales Tax & Land Transfer Tax:						
Occupancy tax	985,073	953,313	885,791	885,791	885,791	
Local option sales tax	848,560	862,727	845,234	871,763	871,763	
Land transfer tax	210,624	241,077	217,000	213,868	213,868	
Total Occupancy, Sales Tax & Land Transfer	2,044,257	2,057,117	1,948,025	1,971,422	1,971,422	
UNRESTRICTED INTERGOVERNMENTAL REVENUES:						
Utilities franchise tax	141,895	226,427	150,000	254,000	254,000	
Video Programming Tax	70,423	71,676	75,000	67,000	67,000	
Telecommunications tax	33,626	32,833	35,000	28,000	28,000	
PEG Channel Revenue	31,784	29,226	32,000	28,500	28,500	
ABC revenues	48,800	53,299	50,000	58,000	58,000	
Beer and Wine Tax	12,226	13,574	12,500	13,000	13,000	
Solid Waste Disposal Tax	1,708	1,837	1,800	1,800	1,800	
Total Unrestricted Intergovernmental Revs	340,462	428,872	356,300	450,300	450,300	
RESTRICTED INTERGOVERNMENTAL REVENUES:						
Powell Bill	118,646	119,878	122,000	118,000	118,000	
Storm Damage Assistance	8,899	-	-	-	-	
Governor's Crime Commission	6,047	8,489	11,250	18,750	18,750	
GHSP Grant	6,575	-	94,500	27,000	27,000	
COPS Grant- DOJ	-	20,833	41,667	41,667	41,667	
Body Armour Grant		1,584	-	-	-	
Controlled Substance tax	1,758	354	-	-	-	
Government Access Channel Grant	22,534	5,484	-	10,000	10,000	
Shoreline Stabilization	89,218	24,000	24,000	24,000	24,000	
NCDOT Grant (Tall Pine Bridge)	44,500	85,733	1,051,785	-	-	
NCDOT Grant (Bike & Pedestrian Plan)	16,208	11,792	-	-	-	

REVENUES	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended	FY 16-17 Requested	FY 16-17 Recommended	FY 16-17 Adopted
Total Restricted Intergovernmental Revs	314,385	278,147	1,345,202	239,417	239,417	
PERMITS AND FEES:						
Building permits	101,155	108,819	90,000	95,000	95,000	
Plan review fees	4,300	6,450	5,000	6,200	6,200	
CAMA fees	1,975	1,945	2,000	2,200	2,200	
Planning board fees	300	650	500	500	500	
Court costs and fees	891	935	1,000	1,000	1,000	
Parking and other fines	6,650	7,250	7,500	7,500	7,500	
Total Permits and Fees	115,271	126,049	106,000	112,400	112,400	
Other Revenues:						
Interest income	1,883	2,904	2,500	7,500	7,500	
Charter Communications	12,806	16,889	17,000			
Sale of fixed assets	5,551	11,272	-	-	-	
Rental Income	1,500	2,400	2,400	2,400	2,400	
Miscellaneous	12,128	10,414	7,500	2,000	2,000	
Insurance proceeds	2,192	812	20,953	-	-	
Total Other Revenues	36,060	44,691	50,353	11,900	11,900	
Total Other Revenues	2,850,435	2,934,876	3,805,880	2,785,439	2,785,439	
TOTAL REVENUE BEFORE TRANSFERS						

ADMINISTRATION DEPARTMENT	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended	FY 16-17 Requested	FY 16-17 Recommended	FY 16-17 Adopted
Salaries	355,256	356,283	353,365	361,365	361,365	
FICA	25,261	25,134	27,035	29,070	29,070	
Retirement	42,900	43,343	42,650	44,267	44,267	
Group Health insurance	32,970	38,759	45,935	51,046	41,866	
Council Compensation	9,623	11,400	18,600	18,600	18,600	
Unemployment Payments	3,811	10,982	15,000	-	-	
Legal services	34,523	48,919	40,000	55,000	55,000	
Audit services	15,250	16,273	16,250	16,250	16,250	
Payroll services	7,449	7,244	7,500	7,500	7,500	
Computer services	40,307	62,664	48,479	70,000	70,000	
Insurance and bonds	81,647	78,158	90,000	75,000	75,000	
Advertising	369	244	500	1,000	1,000	
Travel	3,475	3,399	8,000	8,000	8,000	
Telephone	20,039	29,157	25,000	25,000	25,000	
Utilities	20,038	21,502	25,000	25,000	25,000	
Dues/subscriptions	7,264	7,669	8,500	8,500	8,500	
Training	4,340	3,748	10,000	10,000	10,000	
Supplies	8,940	12,667	7,500	9,765	9,765	
Postage	2,085	1,477	2,000	2,000	2,000	
Equipment lease & maintenance	10,925	6,937	25,264	12,000	12,000	
Municipal Elections	2,897	-	4,000	-	-	
Dare County tax collection	44,762	46,012	44,000	46,000	46,000	
Gov't. Access Channel (PEG Channel)	31,784	29,225	32,000	28,500	28,500	
Gov't. Access Channel Membership	1,000	1,000	1,000	1,000	1,000	
Town code publishing	3,447	2,382	5,000	5,000	5,000	
Vehicle Operations	476	1,298	500	500	500	
EE Recognition & Appreciation	9,542	8,536	8,500	8,500	8,500	
Wellness Initiative	1,092	2,689	3,000	3,000	3,000	
Contracted Services	2,900	14,983	5,000	5,000	5,000	
Misc.	-	999	1,000	1,000	1,000	
Contingency	-	-	-	-	65,470	
Technology Update- Pitts Center	26,080	6,381	22,000	10,000	10,000	
Recording of Meetings	9,450	4,775	4,350	5,800	5,800	
Cleaning of Town Buildings	15,940	16,900	20,000	20,000	20,000	
Capital Outlay- Vehicle	-	-	19,000	-	-	
Capital Outlay- Purchase of Property	-	204,832	-	-	-	
Total	875,842	1,125,971	985,928	963,663	1,019,953	

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 16-17 Budget Highlights

Personnel

- **Salaries** – Includes annual 2.5% cost of living adjustment
- **FICA** – Social Security and Medicare rate of 7.65%. Includes FICA withheld for Council Compensation.
- **Retirement** – Mandatory rates for FY 16-17 set by the State LGERS Board of 7.25% for General Employees. (Previously 7.07%). 5% annual Town contribution to 401k for all employees.
- **Group Health Insurance** – Insurance rates reflect an 8.85% decrease due to switching to a higher deductible plan.
- **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** - \$15,000 increase (current FY 15-16 budgeted amount was \$40,000, and was not sufficient). Retainer cost is \$30,000/yr +\$175/hr).
- **Audit Services** – Cost of required annual audit. Contracted with Dowdy & Osborne, CPA firm in Nags Head.
- **Payroll Services** – Fees for processing payroll, quarterly payroll reports and COBRA administration.
- **Computer Services** – Renewal of three-year service contract, includes 10% down payment and 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.

Operations

- **Insurance** – All insurance (general liability, property and casualty, workers compensation) and bonding costs. Decreased due to a 40% reduction in workman comp. insurance premiums.
- **Advertising** – Projected as actual costs for advertising for current FY 15-16. Includes cost of publishing notices for Council meetings and public hearings.
- **Travel** – Overnight stays, meals and mileage reimbursement for training for Council members, Town Manager, Town Clerk, Finance/Personnel Officer and the Administrative Assistant.
- **Telephone** – Land lines and cellphones for all Departments of the Town.
- **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 printing Town parking permits and all 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.
- **Contracted Services** – Required three-year auditing standard OPEB (Other Post Employment Benefits) Actuarial Study for all employees for pre-funding and retirement liability costs
- **Misc** – Annual projection for unbudgeted and unanticipated necessary administrative costs.
- **Technology Update-Pitts Center** – Expense of any received grant money from Dare County Government Education Access Channel Committee to fund audio-visual technology upgrades at Pitts Center.
- **Recording of Meetings** – Videographing 12 night meetings @ 3 hours each and 2 day meetings (Council retreat and budget retreat) @ 5 hours each.
- **Cleaning of Town Buildings** – Weekly janitorial of all Town buildings and Spring deep cleaning.
- **Contingency**- The balance of code re write project.

Total Expenditures

Recommended budget represents an increase of \$34,025 or 3.45% than the amended FY 15-16 budget.

PLANNING & CODE ENFORCEMENT						
	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended	FY 16-17 Requested	FY 16-17 Recommended	FY 16-17 Adopted
Salaries	115,878	115,109	126,593	126,800	126,800	
FICA	8,766	8,709	9,684	9,700	9,700	
Group Health insurance	15,493	21,201	25,337	25,224	21,257	
Employee retirement	13,999	13,894	15,503	15,533	15,533	
Contracted Services	34,530	14,998	16,000	18,000	18,000	
Printing	-	942	1,000	1,000	1,000	
Advertising	743	163	1,000	1,000	1,000	
Travel	71	749	2,000	2,000	2,000	
Dues/subscriptions	477	130	500	500	500	
Training	1,225	376	1,500	1,500	1,500	
Supplies	1,749	570	1,200	1,200	1,200	
Vehicle maintenance & repair	45	-	2,000	2,000	2,000	
Vehicle operations	1,801	864	2,750	2,000	2,000	
Homeowners Recovery fee	263	778	1,000	1,000	1,000	
Flood Zone Map Mailing	1,147	1,307	2,500	1,600	1,600	
Misc	1,945	-	2,000	1,000	1,000	
NCDOT Grant (Bike and Ped. Plan)	20,260	14,740	-	-	-	
Town Code Update	-	-	90,005	65,470	-	
Total Code Enforcement	218,392	194,530	300,572	275,527	206,090	

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 16-17 Budget Highlights

Personnel

- **Salaries** – Includes annual 2.5% cost of living adjustment.
- **FICA**- Social Security and Medicare rate of 7.65%
- **Group Health Insurance**- reflects a decrease of 16.10% due to switching to a higher deductible plan.
- **Employee's retirement**- mandatory rates, as set by LGERS Board of 7.25% (previously 7.07%). 5% annual contribution to 401k for all employees.

Operation

- **Contracted Services** -Building Inspections and Fire Inspections Services - \$2,000 increase due to an increase in development.
- **Printing** - printing services for cards, signage, and forms.
- **Advertising** -public/legal notice publications.
- **Travel** - meals and overnight accommodations associated with annual training.
- **Dues/Subscriptions** - annual media subscriptions and employee certifications.
- **Training** - employees' continuing education.
- **Supplies** - materials and equipment.
- **Vehicle Maintenance and Repair** - maintenance and repairs of vehicle.
- **Vehicle Operations** - vehicle fuel. \$750 decrease due to decrease in gas prices.
- **Homeowners Recovery Fee** - payment to the North Carolina Homeowner Recovery Fund as required by NCGS § 87, Article 1A (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** - printing and mailing of annual Community Rating System outreach projects to all property owners within a flood zone. Reduced by \$900 to be more consistent with previous actual expenses.
- **Misc.** -Unexpected expenses. Reduced by \$1,000 to be more consistent with previous actual expenses.

Total Expenditures

Recommended budget represents a spending decrease of \$94,482 or 31.43% less than the amended FY 2015-16 budget.

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 16-17	FY 16-17
POLICE DEPARTMENT	Actual	Actual	Amended	Requested	Recommended	Adopted
Salaries	753,681	760,453	831,020	850,167	850,167	
Holiday	27,387	28,674	25,000	25,000	25,000	
Overtime	14,155	13,390	20,000	20,000	20,000	
FICA	60,041	60,529	67,078	68,482	68,482	
Group Health insurance	97,576	97,607	115,515	131,500	107,424	
Employees retirement	97,172	98,749	106,123	114,529	114,529	
Career Development	1,790	-	1,779	4,500	4,500	
Computer services	8,503	6,566	6,150	8,500	8,500	
Printing	289	791	1,000	1,000	1,000	
Advertising	20	819	100	100	100	
Travel	3,116	8,079	12,000	12,000	12,000	
Dues/subscriptions	974	1,668	1,400	1,400	1,400	
Training	4,882	4,703	10,000	15,000	15,000	
Medical testing	65	1,904	200	200	200	
Uniforms	6,270	16,446	20,000	20,000	20,000	
Supplies	15,581	22,319	35,200	37,200	37,200	
Contracted Services	5,932	5,780	13,000	14,000	14,000	
Equipment lease & maint.	-	3,343	3,200	4,700	4,700	
Equipment purchase	43,270	46,660	55,000	60,000	60,000	
Vehicle maintenance & repair	18,100	16,276	18,000	20,000	20,000	
Vehicle operations	32,473	34,493	43,000	43,000	43,000	
Misc.	515	-	5,000	5,000	5,000	
Debt Service	88,659	222,035	-	-	-	
Capital Outlay- Vehicles	73,153	72,668	76,000	79,000	79,000	
Grants- GHSP	-	-	126,000	36,000	36,000	
Grants- GCC	-	10,375	15,000	25,000	25,000	
Total	1,353,604	1,534,327	1,606,765	1,596,278	1,572,202	
Sep. Allowance Transferred to Pension Fund	15,000	54,000	27,000	27,000	27,000	
Total Police	1,368,604	1,588,327	1,633,765	1,623,278	1,599,202	

Police Department

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 2.5% cost of living adjustment. Holiday and Overtime pay are budgeted separately. 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.
- **FICA**- Social Security and Medicare rate of 7.65%
- **Group Health Insurance** – reflects a 7% decrease due to switching to a higher deductible plan.
- **Employee's Retirement** – Mandatory rates for Law Enforcement Officers (LEO) for FY 16-17, as set by the LGERS Board is 8.00% for LEO's. Previously, the rate was 7.28%. 5% annual contribution to 401k for all employees.

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 stationery, 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, police-separation actuarial study, Southern Software – Records Mgt. software license, etc.
- **Equipment Lease/Maintenance** – UTV/ATV lease UTV= 3rd of 4 years, ATV= 6 mos.
- **Equipment** – in-car cameras, MDT's (laptops), Traffic counters & software, message board, ATV storage shed, duty equipment as needed ie; flashlights, handcuffs, etc. in-car printers.
- **Vehicle Maintenance** – routine repairs, tires, brakes, inspections, radio, emergency lighting repairs and replacement.
- **Vehicle operation** – Fuel cost
- **Misc.** - (grant matches, 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.
- **Grants** – Matching expense portion dependent upon actual grant award, and projects possible match.
 - (1) GHSP – Governors Highway Safety Program – normally matching grant for equipment such as MDT/Laptops, In-car Cameras, etc.
 - (2) GCC – Governors Crime Commission – can require a match, but may not. - training equipment, weapons upgrades, etc.
- **Separation Allowance** – An actuarial study for LEOs by law is required each year and recommends the amount of money that is put into this special fund to pay qualified LEO retirees of the Town.

Total Expenditures

- Recommended budget represents a spending decrease of \$34,563 or 2.11% less than the amended FY 2015-16 budget.

Streets, Bridges and Canals	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended	FY 16-17 Requested	FY 16-17 Recommended	FY 16-17 Adopted
Street Sign Maintenance	12,403	15,545	5,000	2,000	2,000	
Engineering & Arborist Services	0	3,802	3,500	5,000	5,000	
Street Maintenance	52,315	27,358	55,973	59,702	59,702	
Brush Trimming	10,350	10,750	18,230	18,000	18,000	
Bridge Maintenance	517	893	1,500	1,500	1,500	
Honeysuckle Lane	13,955	-	-	-	-	
Gravey Pond Lane	75	319	-	-	-	
Deer Path Lane	1,688	225	-	-	-	
Duck Woods Drive	123,147	71,160	-	-	-	
N. Dune Loop	73,065	-	-	-	-	
N. Woodland Drive	55,099	-	-	-	-	
Ocean View Loop	74,969	-	-	-	-	
Mistletoe Lane	91,843	-	-	-	-	
Hillcrest/Sea Oats Intersection	74,865	-	-	-	-	
Juniper/Trinite Trail Bridge	106,806	12,760	-	-	-	
Debt Pymt to NCDOT- Juniper Bridge	361,806	-	-	-	-	
Fairway Drive	2,950	207,013	-	-	-	
Pintail Court	944	68,604	-	-	-	
Scuppernon Lane	1,563	106,941	-	-	-	
N,S & E Dogwood Intersection	56	156,743	-	-	-	
Yaupon Lane	649	7,988	-	-	-	
FY 15-16 Street Projects	-	-	6,495	-	-	
N. Dogwood Trail # 280 293	34,982	821	67,303	-	-	
Beech Tree St. Project		413	172,718	-	-	
Bear Track Lane		2,171	78,876	-	-	
Wild Swan Lane		4,355	-	-	-	
Fox Grape Lane		4,977	249,443	-	-	
Hollow Beach Court		2,415	77,027	-	-	
FY 16-17 Street Projects	-	-	-	516,000	516,000	
Tall Pine Bridge	55,625	107,167	1,314,731	-	-	
Canal Dredging Project- Debt Payment	246,798	1,463,642	-	-	-	
Waterway Maintenance and Repair	400	400	400	400	400	
Storm Debris Cleanup	-	1,568	17,377	20,000	20,000	
FY 13-14 Street Projects	88,623	-	-	-	-	
Bulkhead Maintenance and Repair	-	-	80,000	80,000	80,000	
NC Hwy12-E. Dogwood Stormwater Flooding				300,000	300,000	
Dogwood Trail Physical Survey				100,000	100,000	
Total	1,485,493	2,278,030	2,148,573	1,102,602	1,102,602	

Streets, Bridges and Canals

FY 16-17 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**- street sign replacement budget
- **Engineering Services**- engineering for small repair and drainage projects completed in-house
- **Street Maintenance**- 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; \$4,000 for thermoplastic striping materials for a Town-wide refreshing of crosswalks and stop bars; and \$2,500 for the installation of traffic counters on Highway 12 (PD to provide the counters, housing boxes and software; installation budget for two locations includes wiring and an underground pull box for maintenance access).
- **Brush Trimming**: \$18,000 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**: \$20,000 proposed for post-storm debris cleanup and disposal in the Town streets, rights-of-way, beaches and canals.
- **FY 16-17 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**: \$80,000 ~~is requested~~ proposed for structural repairs/replacement of Town-owned bulkheads.
- **NC Hwy 12 - E. Dogwood Trail Stormwater Flooding Mitigation Project**: \$300,000 ~~is requested~~, proposed which includes \$200,000 for potential acquisition of real property for a stormwater retention basin; \$50,000 for engineering and permitting costs; and \$50,000 for construction installation costs.
- **Dogwood Trails Physical Survey**: \$100,000 ~~is requested~~ proposed for a potential physical survey of entire South and East Dogwood Trails rights-of-way upon possible request of the Dogwood Trails Task Force – request to be approved by the Council.

Total Expenditures

- Recommended budget represents a spending decrease of \$1,045,971 or 48.68% than the amended FY 2015-2016 budget.

*Note that all completed street rebuild, 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 13-14	FY 14-15	FY 15-16	FY 16-17	FY 16-17	FY 16-17
	Actual	Actual	Amended	Requested	Recommended	Adopted
Salaries	189,219	206,448	222,346	219,825	219,825	
FICA	14,352	15,651	17,047	16,817	16,817	
Group Health insurance	29,688	34,863	43,700	45,718	36,866	
Employee retirement	22,852	24,918	26,900	26,929	26,929	
Training	2,086	1,725	3,100	2,354	2,354	
Printing	159	-	600	600	600	
Travel	1,197	406	1,500	2,000	2,000	
Engineering	1,856	-	-	-	-	
Uniforms	2,788	2,765	3,000	3,000	3,000	
Dues and Subscriptions	75	320	300	330	330	
Supplies	9,163	2,768	5,000	5,000	5,000	
Advertising	178	107	450	450	450	
Safety Compliance	411	1,481	1,100	1,100	1,100	
Town buildings maintenance & repairs	34,873	76,983	26,940	16,300	16,300	
Green Initiative	-	3,898	1,000	-	-	
Beautification-grounds	6,626	4,897	17,000	10,000	10,000	
Equipment lease & maintenance	5,929	2,355	5,170	3,000	3,000	
Vehicle maintenance & repair	3,194	3,817	3,000	3,000	3,000	
Vehicle operations	12,469	7,963	9,500	7,000	7,000	
Misc	331	1,592	902	-	-	
Capital Outlay- Equipment	-	43,168	-	-	-	
Capital Outlay- Vehicle	-	25,475	25,061	-	-	
Medical Testing	65	130	150	150	150	
Equipment Purchase	1,515	16,118	6,639	4,000	4,000	
Shoreline Stabilization	89,218	24,000	24,000	24,000	24,000	
Parking Lot Maintenance	2,108	1,370	5,000	2,000	2,000	
Total	430,352	503,218	449,405	393,573	384,721	

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 16-17 Budget Highlights

Personnel

- **Salaries**– Includes annual 2.5% cost of living adjustment
- **FICA** – Social Security and Medicare Rate of 7.65%
- **Retirement** – Mandatory Rates for FY 16-17 set by the State LGERS Board of 7.25% for General Employees (Previously 7.07%). 5% annual Town contribution to 401k for all employees.
- **Group Health Insurance** – Insurance Rates reflect a decrease of 15.64% due to switching to a higher deductible plan.

Public Works

- **Training/Professional Development:** \$2,354 is requested including local pesticide training (\$42 for 2 employees = \$84), irrigation training (\$1,750 for week-long comprehensive course), electrical (\$75) and HVAC (\$250) repairs training, 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 five-night hotel stay for irrigation training and 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:** \$3,000 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. Increase of \$30 in dues from previous year.
- **Supplies:** \$3,000 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:** \$16,300 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; 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: \$10,000 is requested- includes \$5,000 for beautification of the Town Hall complex and Town-maintained medians and parking lots, including new plants and mulch/fertilization/pesticides; and \$5,000 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:** no funds 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:** \$4,000 is requested- includes the purchase of a portable generator that can be used for electric tools/pumps in the field, \$300 for a chain saw, \$200 for a weed eater, 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.

Total Expenditures

- Recommended budget represents a spending decrease of \$64,684 or 14.39% less than the amended FY 2015-2016 budget.

Sanitation

FY 16-17 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: \$171,000
- Commercial Collection: \$43,900
- Landfill Tipping Fee: \$170,500
- Recycling Collection: \$140,000
- Misc.: \$200 is requested for any miscellaneous pickups needed.
- Large Item Pickup: \$3,200 is requested based on service contract with Waste Management.
- Limb and Branch Removal: \$118,500 is requested which includes \$113,500 for the Limb and Branch Removal annual service contract with Atlantic Tree Experts, plus an additional \$5,000 for any diesel fuel surcharge that is allowed per the contract.

Total Expenditures

- Recommended budget represents a spending decrease of \$28,860 or 4.26% less than the amended FY 2015-2016 budget.

Special District Name:

Southern Shores Volunteer Fire Department

Expenses

Accounts -	Budget 2015-2016	Estimated 2015-2016	Budget 2016-2017	Actual 6 Months 2015-2016
501 - Operating Supplies	27,868	29,000	38,850	17,906
502 - Utilities	21,500	18,900	14,200	9,479
503 - People Costs	197,746	201,000	218,000	117,210
504 - Community	1,000	1,400	9,500	691
505 - Professional Services	40,000	38,000	36,750	37,630
506 - Bank Fees & Service Charges	0	31	1,400	31
507 - Rental	44,435	44,435	44,435	44,435
515 - Repair and Maintenance	41,000	41,500	45,600	27,679
550 - Capital Equipment	83,610	54,202	70,269	7,519
570 - Debt Service	205,018	34,950	141,192	173,068
TOTAL Expenses	662,177	463,418	620,196	435,648

Accounts	Budget 2015-2016	Estimated 2015-2016	Budget 2016-2017	Actual 6 Months 2015-2016
301 - Dare County	101,055	90,000	103,315	66,543
302 - Southern Shores	475,505	475,050	476,880	237,753
304 - Dare Radio payment	0	0	0	0
306 - TOSS Radio Payment	0	0	0	50,000
Revenue	576,560	565,050	580,195	354,296
305 - Interest & Misc Income				
305.01- Interest Earned		109		109
305.02 - Donations		1,900		1,900
305.03 - Special Donations	40,000	40,000	40,000	40,000
305.09 - Sign Program		135		135
305.10 - FEMA Grant				
305.11 - Pension Refunds				
305.13 - NC Relief Fund				
305.XX - Rehab				
305.14 - Truck 121				
305.17 - Loan Proceeds				
305.18 - Sale of Assets		2,299		2,299
305.19 - Other Income				
305.16 - Capital Reserves				
399 - Special Income				
399.01 - Rent East Station	1	1	1	1
Interest & Misc Income	40,001	44,335	40,001	44,444
TOTAL	616,561	609,385	620,196	398,740

Cemetery Fund

FY 16-17 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 16-17 remains the same as FY 15-16 for the Cemetery Fund.

Capital Reserve Fund	FY 15-16 Amended	FY 16-17 Requested	FY 16-17 Recommended	FY 16-17 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	
Total Balance of CRF as of 6/30/15:	50,767			
Additions from FY 16-17 GF to CRF :	85,506			
Balance for Canals as of 6/30/16:	40,000			
Balance of CRF to be used for other Capital Projects	96,273			

Capital Reserve Fund

FY 16-17 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.

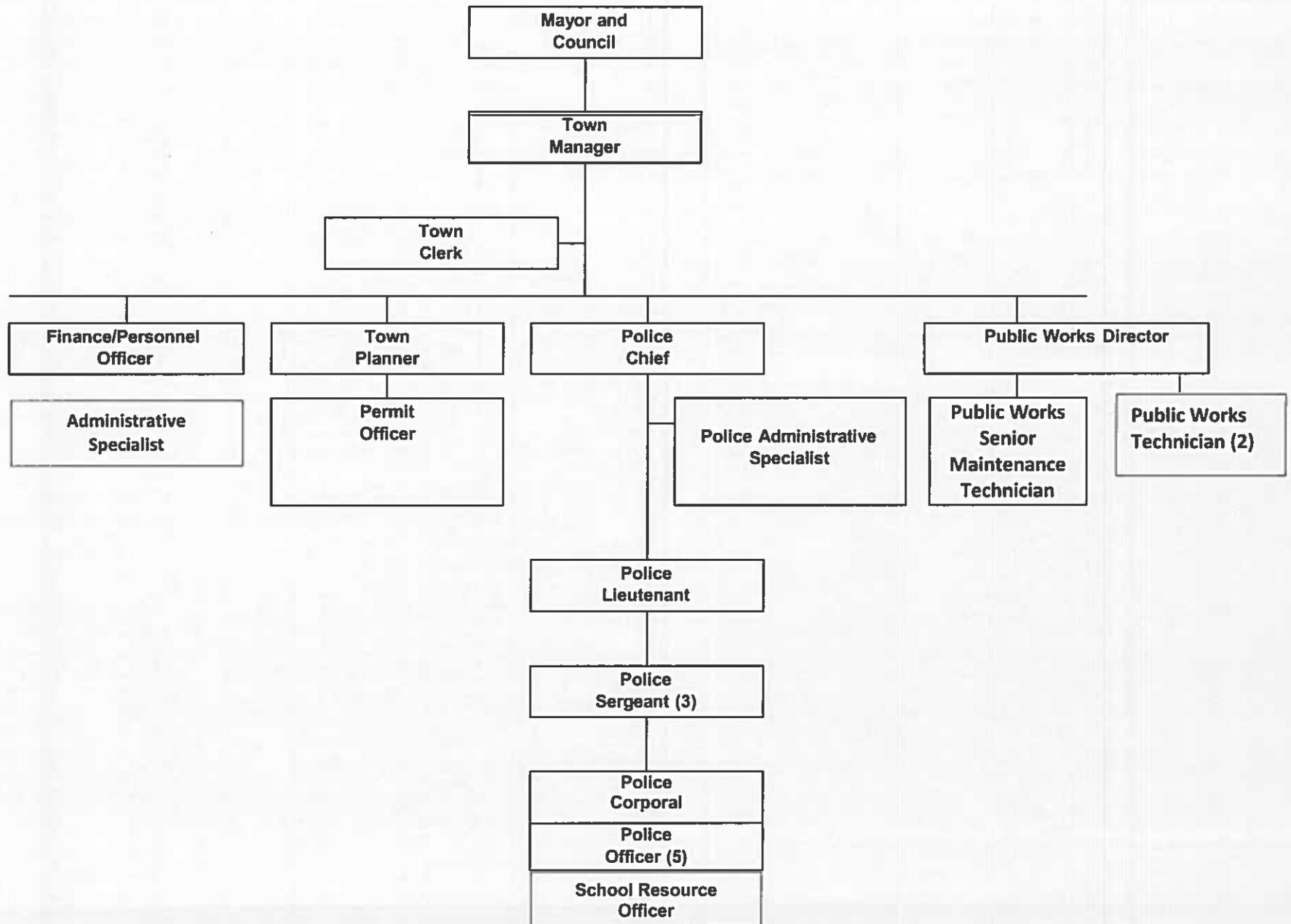
Capital Reserve Fund

- 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.

Total Expenditures

- Recommended budget represents Capital Reserve Fund funding equal to the approved FY 2015-2016 budget.

Town of Southern Shores
Organizational Chart
December 2015



**TOWN OF SOUTHERN SHORES
PAY SCALE
7/1/2015**

Graded Positions		FLSA	Hiring		
<u>Grade</u>	<u>Classification</u>	<u>Status</u>	<u>Rate</u>	<u>Minimum</u>	<u>Maximum</u>
10			32,489	34,115	48,737
11	Public Works Maintenance Technician		34,115	35,821	51,173
12			35,821	37,611	53,731
13	Police Administrative Assistant		37,611	39,492	56,418
14	Fire Inspector Permits Officer Police Officer		39,492	41,466	59,239
15	Police Investigator Corporal		41,466	43,541	62,201
16	Administrative Assistant Public Works Supervisor Administrative Specialist		43,541	45,717	65,310
17	Police Sergeant Code Enforcement Officer		45,717	48,004	68,576
18	Town Clerk		48,004	50,405	72,004
19	Planner/Code Enforcement Officer	E	50,405	52,924	75,606
20	Police Lieutenant	E	52,924	55,570	79,385
21			55,570	58,349	83,355
22	Public Works Director	E	58,349	61,267	87,522
23			61,267	64,330	91,897
24	Finance & Personnel Officer	E	64,330	67,548	96,491
25	Police Chief	E	67,548	70,924	101,317
26			70,924	74,470	106,381

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

Contract Positions		FLSA	Contract
<u>Grade</u>	<u>Classification</u>	<u>Status</u>	<u>Rate</u>
C	Town Manager	E	141,934



STRATEGIC PLAN 2016

Adopted by Town Council April 5, 2016

Mission Statement

To provide the highest quality of life through essential infrastructure, public safety and recreation within the perimeters of a fiscally responsible and transparent government.

Vision Statement

VISION STATEMENT FROM THE LAND USE PLAN The Town of Southern Shores is a quiet seaside residential community comprised primarily of small low density neighborhoods consisting of single family homes primarily on large lots (at least 20,000 sq. ft.) interspersed with recreational facilities (marinas, tennis facilities, athletic fields, and parks), beach accesses, walkways and open spaces. These neighborhoods are served by picturesque local roads (rather than wide through streets) along the beach, in the dunes or in the sound-side maritime forest. The scale and architecture of new development and re-development is compatible with existing homes. The community is served by a small commercial district, located on the southern edge of town, which focuses on convenience shopping and services. The desired plan for the future is to maintain the existing community appearance and form. *(Land Use Plan adopted by the Town Council July 18th, 2012.)*

Town of Southern Shores Action Plan

Goal #1: Develop a Committee Program that is transparent and multi-generational.

Responsible Party	Objectives
Town Council Town Attorney	Modify Council's current Rules of Procedure to allow Council's input and approval of Committee members
Public Town Council Town Attorney Town Manager	Upgrade the current Committee Selection Process which allows council to approve the appointments to committees based on interest, experience, registered voter, and current service on a Town Committee
Town Manager Town Clerk Albemarle Commission Town Council	Create an application both written and online that allows for the creation of an interested participant database
Town Manager Town Clerk Town Council	Utilize flexible meeting times and methods; including Webex and Conference Calls to attract a greater interest in community involvement

Goal #2: Develop and implement a long-term infrastructure plan in order to revitalize and accommodate the current and future needs of the Town.

Responsible Party	Objectives
Public Works Director Town Engineer Town Council Town Manager	Create an annual street resurfacing and maintenance plan for the Town owned streets utilizing NCDOT Standards that will allow for capital planning and clear direction on what and when streets are scheduled to be resurfaced.
City Council Civic Association Town Attorney Town Manager	Create a formal partnership with the Civic Associations that would allow for greater grant opportunities, infrastructure upgrades and shared costs.
Town Attorney Police Chief State Elected Officials Town Manager	Review and identify current Town code and North Carolina General Statutes ordinances or laws that would assist in alleviating cut thru traffic through the neighborhoods and if there are no laws in place, work to institute appropriate legislation with the Town's state elected officials.
Public Works Director Town Engineer Town Manager Police Chief	Partner with NC DOT to alleviate localized flooding and utilize best practices for lessening access management issues in the Town's neighborhoods

Goal #3: Develop a Community Involvement Program that encourages involvement of both residents and businesses and bridges multi-generations

Responsible Party	Objectives
Town Council	Create a Community Involvement Committee that will be responsible for organizing community events and activities
Town Manager Town Clerk Town Council Civic Associations	Survey the residents for topics they would like to have at a speaker series (utilize technology, paper surveys at Town Hall and civic associations)
Community Involvement Committee	Create a speaker series with topics that are of interest to a multi-generational population
Community Involvement Committee Town Council Public Works	In partnership with Earth Day – April 22 nd , organize a community clean-up day for the neighborhoods, beaches and roadways, including document shredding followed by a community cook-out.
Community Involvement Committee Town Council	Create a Town Hall Coffee opportunity to meet with residents and businesses to discuss the needs of the Town and on-going and future Town projects.

Goal #4: Advocate for the Town of Southern Shores in order for Southern Shores to be seen as the lead in fostering best practices of beach communities.

Responsible Party	Objectives
Town Council Public	Create a legislative agenda that supports the Town of Southern Shores action plan on a local, state and federal level
Town Manager Town Attorney	Based on the Town’s legislative agenda, monitor North Carolina General Assembly legislation and committee activities that affect the Town of Southern Shores, including but not limited to subscribing to the North Carolina League of Municipalities legislative tracking system.
Town Manager Town Clerk	Distribute the League of Municipalities Legislative update, as well as any legislative updates received from county, regional, state and federal elected officials to all council members and post the update to the Town’s website
Town Manager Town Attorney Town Council	Update Ordinances as needed based on changes to the laws that affect the Town’s current ordinances