



# Town of Southern Shores

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

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

info@southernshores-nc.gov

www.southernshores-nc.gov

Ordinance No. 2017-06-01

## An Ordinance of the Southern Shores Town Council Adopting a Budget and Tax Rate for FY 2017-2018 and Continuing a Capital Project

**BE IT ORDAINED** by the Town Council of the Town of Southern Shores, North Carolina that the following be the various budgets for FY 2017-18:

### SECTION I. GENERAL FUND

- A. Appropriations: The following amounts are appropriated for the operation of the Town government and its activities for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Administration Department	\$ 982,780
Code Enforcement & Inspections Department	\$ 303,001
Fire Department	\$ 749,625
Ocean Rescue Services	\$ 161,550
Police Department	\$ 1,654,546
Public Works Department	\$ 393,706
Public Works Department – Streets, Bridges & Canals	* \$ 920,602
Sanitation Services	\$ 657,486
Contribution to Capital Reserve Fund	\$ 18,457
Contribution to Capital Reserve Fund for Canals	\$ 20,000

**Total General Fund Appropriations \$ 5,861,753**

- B. Estimated Revenues: It is estimated that the following revenues will be available during the fiscal year beginning July 1, 2017 and ending June 30, 2018 to meet foregoing appropriations:

Property Taxes- Current Year	\$ 2,877,530
Vehicle Taxes (NCVTS)- Current Year	\$ 92,000
Property & Vehicle Taxes- Prior Years, Penalties and Interest	\$ 10,500
Subtotal: Property and Vehicle Taxes	\$ 2,980,030

Land Transfer	\$ 217,116
Local Option Sales Tax	\$ 910,799
Occupancy Tax	\$ 942,358
Other Intergovernmental Revenues	\$ 644,850
Building Permits & Fees	\$ 115,000
Other Revenues	\$ 29,600
	\$ 2,859,723
Transfer in From Capital Reserve Fund (boat purchase)	\$ 22,000

**Total General Fund Revenues \$ 5,861,753**



#### SECTION V. EXPENDITURES

All expenditures must be made in accordance with governing North Carolina General Statutes and adopted Town policies regarding purchasing and bidding. The Budget Officer is authorized to expend funds consistent with the governmental functions and amounts shown as appropriated and to execute such documents necessary for same.

Notwithstanding Town policies regarding purchasing and bidding, the Budget Officer is authorized to execute documents for the following items or services in accordance with the specific appropriations established by this Ordinance or as the budget may be amended during the fiscal year: Multi-year lease, lease-purchase, or purchase of vehicles and equipment.

\*

Notwithstanding Town policies regarding purchasing and bidding, the Budget Officer is authorized to execute documents for the following items or services in accordance with specific appropriations established by this Ordinance or as the budget may be amended during the fiscal year: Contracting for services for Council-approved infrastructure improvement projects. An amount of \$575,000 is included (as shown on adopted line item budget) in the total amount appropriated in Section 1. A. for "Public Works Department - Streets, Bridges & Canals". This amount represents the total appropriation for capital street improvements for the fiscal year beginning July 1, 2016 and ending June 30, 2017. The Budget Officer is authorized to expend these funds in accordance with the terms of this Budget Ordinance, but only upon subsequent and separate adoption of an Ordinance establishing an "Infrastructure Improvement Plan with Authority to Implement" by the Town Council for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

#### SECTION VI. CAPITAL RESERVE FUND EXPENDITURES

Council-authorized withdrawals from the Capital Reserve Fund may continue to be made for the purposes outlined in that Fund's establishing resolution adopted March 6, 2007 (shown on Attachment A to this Ordinance), and amended June 19, 2012 (shown on Attachment B to this Ordinance). Withdrawals authorized by this Ordinance and be made to the General Fund are for such purposes consistent with the provisions outlined in NCGS §159-22.

#### SECTION VII. LEASE REVENUES

The Budget Officer is hereby authorized to negotiate in the best interest of the Town and execute such documents necessary for the realization of revenues or other consideration from lease or use of any Town property with a term not to exceed three years.

#### SECTION VIII. FIRE SERVICES

An amount of \$267,700 is included (as shown on adopted line item budget) in the total amount appropriated in Section 1. A. for "Fire Department". This represents a direct appropriation to the Southern Shores Volunteer Fire Department, Inc. (SSVFD), separate from budgeted annual compensation under the existing contract for fire services. This appropriation shall be expended by the Budget Officer to the SSVFD during FY 2017-2018 to compensate for four phases of architectural design and bidding for the price of a new SSVFD fire station under a contract entered into between the SSVFD and a qualified architectural professional. Recognizing that North Carolina's "Mini-Brooks Act" at NCGS §143-64.31 does not regulate the SSVFD's selection of an architectural firm, the SSVFD's selection of and contract negotiations with a qualified architectural firm shall include direct advice and support from Town personnel.

The Budget Officer shall compensate the SSVFD for its expenses under its architectural services contract for each phase separately, and only after the Town Council has been briefed on the completion of each phase and re-affirms the budget appropriation to compensate for the next phase.

Future consideration of a subsequent appropriation to the SSVFD for the cost of actual construction of a new fire station shall be contingent upon amendment or renewal of the existing fire services contract to include appropriate terms or conditions suitable to the Town of Southern Shores - including vesting of title ownership to all SSVFD property upon the occurrence of certain events, which may include but are not limited to (1) default of terms of building construction loan, (2) non-performance of services under the fire services contract, or (3) dissolution of the SSVFD.

**SECTION IX. BUDGET OFFICER LINE TRANSFER AUTHORIZATION**

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

**SECTION X. BUDGET OFFICER RESTRICTIONS**

No salary increases may be made without approval of the Town Council. The Town of Southern Shores personnel organization chart is shown on Attachment C to this Ordinance and is hereby incorporated herein by reference and adopted as a part hereof. Inter-fund transfers not established in this budget document may only be performed by authorization of the Town Council.

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

This Ordinance and the Budget Document shall be the basis of the financial plan for operations of the Town of Southern Shores, North Carolina Municipal Government during the fiscal year 2017-18. Copies of this Budget Ordinance shall be furnished to the Clerk of the Town Council and to the Budget Officer and Finance Officer, and is to be kept on file by them for their direction in the disbursement of funds.

ADOPTED this 6<sup>th</sup> day of June, 2017.

ATTEST:

  
Sheila Kane, Town Clerk



  
Mayor



Attachment A



## Town of Southern Shores

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Resolution 2007-03-01

### RESOLUTION ESTABLISHMENT OF THE CAPITAL RESERVE FUND

WHEREAS, there is a need in the Town of Southern Shores, NC to maintain and improve Town streets, buildings and storm water management systems, and

WHEREAS, the Town must bear the costs of the above mentioned improvements and accumulate revenues for the purpose of maintaining and improving Town streets, buildings and storm water management systems

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD THAT:

Section 1. The Town Council hereby creates a Capital Reserve Fund for the purpose of accumulating revenues for Capital projects which include maintenance and improvements to Town streets, buildings and storm water management systems

Section 2. The fund will remain operational for a period not to exceed five years (beginning July 1, 2007 and ending June 30, 2012)

Section 3. This resolution shall become effective upon its adoption.

Adopted this 6<sup>th</sup> day of March 2007.



*Carrie Gordon*  
Carrie Gordon, Town Clerk

*Don Smith*  
Don Smith, Mayor

## Attachment B

Excerpt – Ordinance Number 2012-06 01:

### SECTION IV, AMENDMENT TO CAPITAL RESERVE FUND RESOLUTION

Resolution 2007-03-01 adopted March 6, 2007 creating a Capital Reserve Fund pursuant to North Carolina General Statutes §159-18, et seq., is hereby amended to (1) restate its purpose in Section 1. as: "The Town Council hereby creates a Capital Reserve Fund for the purpose of accumulating revenues by direct appropriation from the General Fund and using such moneys accumulated or to be accumulated in amounts to be determined 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) storm water management systems, (vi) canals and bulkheads, and (vii)(sic) beaches; and (2) restate the approximate duration period of the Capital Reserve Fund in Section 2. as: "The fund will remain operational for a period not to exceed ten years (beginning July 1, 2012 and ending June 30, 2022), and unless terminated sooner, shall automatically renew for each succeeding year following June 30, 2022 until terminated by the Town Council."

Adopted June 19, 2012  
Southern Shores Town Council

Attachment C

Town of Southern Shores  
Organizational Chart

June 2017

