



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

April 17, 2018

Council Special Meeting - Budget Work Session

9:00 a.m. - Pitts Center

5377 N. Virginia Dare Trail, Southern Shores

[This Budget Work Session is being held for a preliminary review of the Budget Officer's draft Projected General Fund Expenses and Revenues to be subsequently included in his Proposed Annual Operating Budget. The draft reflects previous expense directives of the Town Council. The Budget Officer will submit his Proposed Annual Operating Budget to the Council in accordance with NCGS §159-11 on May 1, 2018; and on same day and pursuant to NCGS §159-12, the Budget Officer will file a copy with the Clerk where it will remain available for public inspection - and receipt of written comments. On May 1, 2018, the Budget Officer will recommend the Town Council set a Public Hearing for June 5, 2018 at which time, and after required advertisement/notice of the Public Hearing, any persons who wish to be heard on the Proposed Budget may submit comment. Subsequent to the Public Hearing and as required by NCGS §159-13, the Town Council must adopt a Budget no later than July 1, 2018. The Town Council's Ordinance adopting a Budget may, pursuant to NCGS §159-13, make appropriations and levy taxes in such sums greater or less than those recommended by the Budget Officer.]

1. Opening – Mayor Bennett
 - a. Call Meeting to Order
 - b. Pledge of Allegiance
 - c. Moment of Silence
2. General Public Comment (Limit: 3 minutes per speaker.)
3. Review of Design Plans for Construction of East Dogwood Trail Walking Path - Deel Engineering **TAB 1**

(By action, Council may direct the Budget Officer to add, delete, or modify projected expenses and/or revenues for his draft proposed budget to be filed May 1, 2018)
4. Review of draft Projected General Fund Revenues for FY 18-19 - Budget Officer and Finance Officer **TAB 2**
5. Review of draft Projected General, Cemetery, and Capital Reserve Funds Expenses for FY 18-19 - Budget Officer and Finance Officer **TAB 2**
6. General Public Comment (Limit: 3 minutes per speaker.)
7. Adjourn

Sheila Kane

From: Peter Rascoe
Sent: Tuesday, April 10, 2018 4:10 PM
To: Sheila Kane
Cc: Joseph Anlauf
Subject: FW: East Dogwood Path

Sheila,

I conferred with Joe Anlauf and this is his adjusted estimate for the concrete walkway option. Please include this with the previous cost estimate sheets and design drawings – to be included in the Council's meeting packets.

Peter

From: Joseph Anlauf [mailto:jjanlauf@gmail.com]
Sent: Friday, April 06, 2018 11:42 AM
To: Peter Rascoe <prascoe@southernshores-nc.gov>
Cc: David Deel <dadeeleng@gmail.com>; David Bradley <dbradley@southernshores-nc.gov>
Subject: East Dogwood Path

Peter,

I have completed a preliminary engineering cost estimate on the East Dogwood Path for the main path only and have removed the following elements:

1. All asphalt demolition (keeps the road at the current road width);
2. All new asphalt and associated curbing;
3. All shade trellises, park benches, bike racks and municipal garbage cans/recycling cans;
4. All crosswalks to perpendicular streets;

Based on the schematic designs the estimate reveals a price of approximately \$250,000 to construct just the main path from the Dogwood Intersection to NC 12.

Sincerely,
Joseph J. Anlauf, PE
Anlauf Engineering, PLLC
4721 W. Eckner Street
Kitty Hawk, NC 27949
(252)489-7143

Design Development Cost Estimate for East Dogwood Trail - 5' Wide Concrete Path - Option 1 Town of Southern Shores Dare County North Carolina Earthwork				
Item	Quantity	Unit	Unit Cost	Total Cost
Site Grading/preparation	3889	Yd^2	\$5.00	\$19,445.00
Seeding	1	Acres	\$3,100.00	\$3,100.00
Clearing & Grubbing	1	LS	\$15,000.00	\$15,000.00
Plantings	50	each	\$100.00	\$5,000.00
			Subtotal 1	\$42,545.00
Paving				
Item	Quantity	Unit	Unit Cost	Total Cost
Asphalt Paving Demolition	1950	Yd^2	\$6.00	\$11,700.00
ABC Stone - (6")	51	Tons	\$45.00	\$2,295.00
Asphalt Paving - Superpave SF 9.5 A	18	Tons	\$105.00	\$1,890.00
Concrete Drives/Walks	302	Yd^3	\$325.00	\$98,150.00
Concrete Roll-back Curb/Parkway Curb	847	Ft.	\$24.00	\$20,328.00
Thermoplastic Crosswalk	305	Ft.	\$25.00	\$7,625.00
ADA Tactile Crosswalk Surface	25	each	\$500.00	\$12,500.00
			Subtotal 2	\$154,488.00
Amenities				
Item	Quantity	Unit	Unit Cost	Total Cost
Municipal Garbage Cans	7	each	\$500.00	\$3,500.00
Municipal Recycling Cans	7	each	\$500.00	\$3,500.00
Shade Trellis 8'X10'	6	each	\$3,000.00	\$18,000.00
Bike Rack	4	each	\$800.00	\$3,200.00
Park Bench	8	each	\$600.00	\$4,800.00
			Subtotal 3	\$33,000.00
Summary				
Earthwork				\$42,545.00
Paving				\$154,488.00
Amenities				\$33,000.00
			Subtotal 4	\$230,033.00
General				
Item	Quantity	Unit	Unit Cost	Total Cost
Mobilization & Bonding	1	LS	\$5,750.83	\$5,750.83
Surveying	1	LS	\$11,501.65	\$11,501.65
Traffic Control	1	LS	\$2,300.33	\$2,300.33
Final Clean-up	1	LS	\$4,600.66	\$4,600.66
			Subtotal 5	\$24,153.47
Project Price Range			Total	\$254,186.47
			20% contingency	\$305,023.78

Design Development Cost Estimate for East Dogwood Trail - Asphalt Path - Option 2 Town of Southern Shores Dare County North Carolina Earthwork				
Item	Quantity	Unit	Unit Cost	Total Cost
Site Grading/preparation	3889	Yd*2	\$5.00	\$19,445.00
Seeding	1	Acres	\$3,100.00	\$3,100.00
Clearing & Grubbing	1	LS	\$15,000.00	\$15,000.00
Plantings	50	each	\$100.00	\$5,000.00
			Subtotal 1	\$42,545.00
Paving				
Item	Quantity	Unit	Unit Cost	Total Cost
Asphalt Paving Demolition	1950	Yd*2	\$6.00	\$11,700.00
ABC Stone - (6")	1093	Tons	\$45.00	\$49,185.00
Asphalt Paving - Superpave SF 9.5 A	300	Tons	\$250.00	\$75,000.00
Concrete Drives/Walks	47	Yd*3	\$325.00	\$15,275.00
Concrete Roll-back Curb/Parkway Curb	847	Ft.	\$24.00	\$20,328.00
Thermoplastic Crosswalk	305	Ft.	\$25.00	\$7,625.00
ADA Tactile Crosswalk Surface	25	each	\$500.00	\$12,500.00
			Subtotal 2	\$191,613.00
Amenities				
Item	Quantity	Unit	Unit Cost	Total Cost
Municipal Garbage Cans	7	each	\$500.00	\$3,500.00
Municipal Recycling Cans	7	each	\$500.00	\$3,500.00
Shade Trellis 8'X10'	6	each	\$3,000.00	\$18,000.00
Bike Rack	4	each	\$800.00	\$3,200.00
Park Bench	8	each	\$600.00	\$4,800.00
			Subtotal 3	\$33,000.00
Summary				
				\$42,545.00
				\$191,613.00
				\$33,000.00
			Subtotal 4	\$267,158.00
General				
Item	Quantity	Unit	Unit Cost	Total Cost
Mobilization & Bonding	1	LS	\$6,678.95	\$6,678.95
Surveying	1	LS	\$13,357.90	\$13,357.90
Traffic Control	1	LS	\$2,671.58	\$2,671.58
Final Clean-up	1	LS	\$5,343.16	\$5,343.16
			Subtotal 5	\$28,051.59
			Project Price Range	\$295,209.59
			20% contingency	\$354,251.51

**Design Development Cost Estimate
for
East Dogwood Trail - KBI Flexi-pave - Option 3
Town of Southern Shores
Dare County
North Carolina**

Earthwork				
Item	Quantity	Unit	Unit Cost	Total Cost
Site Grading/preparation	3889	Yd*2	\$5.00	\$19,445.00
Seeding	1	Acres	\$3,100.00	\$3,100.00
Clearing & Grubbing	1	LS	\$15,000.00	\$15,000.00
Plantings	50	each	\$100.00	\$5,000.00
			Subtotal 1	\$42,545.00

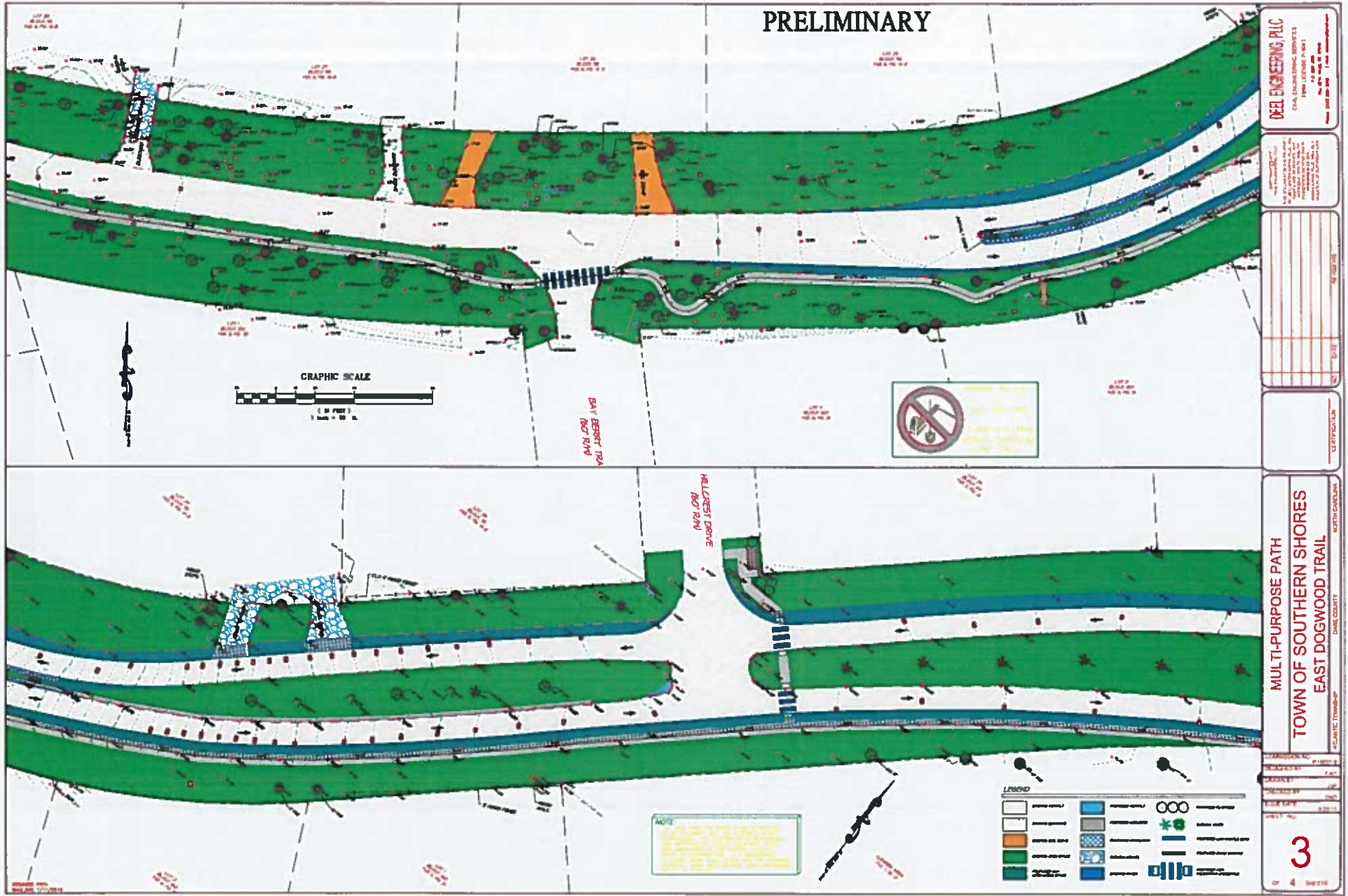
Paving				
Item	Quantity	Unit	Unit Cost	Total Cost
Asphalt Paving Demolition	1950	Yd*2	\$6.00	\$11,700.00
ABC Stone - (6")	51	Tons	\$45.00	\$2,295.00
#57 stone - (4")	642	Tons	\$50.00	\$32,100.00
KBI Flexi-pave - (1.5")	23996	sq ft.	\$9.00	\$215,964.00
Weed Prevention Mat	2667	Yd*2	\$3.00	\$8,001.00
Concrete Drives/Walks	47	Yd*3	\$325.00	\$15,275.00
Concrete Roll-back Curb/Parkway Curb	847	Fl.	\$24.00	\$20,328.00
Thermoplastic Crosswalk	305	Fl.	\$25.00	\$7,625.00
ADA Tactile Crosswalk Surface	25	each	\$500.00	\$12,500.00
			Subtotal 2	\$325,788.00

Amenities				
Item	Quantity	Unit	Unit Cost	Total Cost
Municipal Garbage Cans	7	each	\$500.00	\$3,500.00
Municipal Recycling Cans	7	each	\$500.00	\$3,500.00
Shade Trellis 8'X10'	6	each	\$3,000.00	\$18,000.00
Bike Rack	4	each	\$800.00	\$3,200.00
Park Bench	8	each	\$600.00	\$4,800.00
			Subtotal 3	\$33,000.00

Summary				
Earthwork				\$42,545.00
Paving				\$325,788.00
Amenities				\$33,000.00
			Subtotal 4	\$401,333.00

General				
Item	Quantity	Unit	Unit Cost	Total Cost
Mobilization & Bonding	1	LS	\$10,033.33	\$10,033.33
Surveying	1	LS	\$20,066.65	\$20,066.65
Traffic Control	1	LS	\$4,013.33	\$4,013.33
Final Clean-up	1	LS	\$8,026.66	\$8,026.66
			Subtotal 5	\$42,139.97
Project Price Range			Total	\$443,472.97
			20% contingency	\$532,167.56

PRELIMINARY



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To: Town Council
From: Peter Rascoe, Budget Officer
Re: Draft Projected Revenues and Expenses for FY 18-19

Four items of information are indicated below:

- | | |
|--|--------------------------|
| Cost of Living Adjustment | 2.50% |
| Health Insurance Premium Increase | 4.50% |
| FICA Cost | 7.65% |
| Retirement Contribution - Regular | 7.75% (previously %7.50) |
| Retirement Increase -Law Enforcement | 8.50% (previously %8.00) |
| Employer 401k- Regular | 5.00% |
| Employer 401k-Law Enforcement | 5.00% |
| Dependent Coverage Offset - "In Lieu of Benefits - | \$ 7,800 |

[illegible]

- | <u>Item</u> | <u>Council Action</u> | <u>Date</u> | |
|---|---|-------------|-------------------|
| • East Dogwood Trail Pedestrian Path | Bennett Motion/McDonald Second/5-0 vote | 2/20/18 | \$ 250,000 |
| • Increase in Annual Capital Street Appropriation | McDonald Motion/Newberry Second/5-0 vote | 2/20/18 | \$ 138,870 |
| • Town Facilities Assessment | Bennett Motion/McDonald Second/5-0 vote | 2/20/18 | \$ 26,370 |
| • Beach Vulnerability Study and Survey Update | Bennett Motion/Conners Second/5-0 vote | 3/06/18 | <u>\$ 94,000</u> |
| | Total Council-Directed Budget Expenses | | \$ 509,240 |

FY 18-19 Projected Revenues	\$ 6,072,574
FY 18-19 Projected Expenses	<u>\$ 6,388,835</u>
To Balance	\$ 296,261

[illegible]

- | | |
|--|---------------------|
| • Council Budget Amendments from UFB to date** : | -447,251 |
| • FEMA Reimbursement Anticipated | +114,558 |
| • Difference (Not necessarily a balance of UFB) | \$ 3,128,378 |

-Beach Profile Survey (Approved 9/5/17)	\$	33,108
-NC 12/Dogwood Storm Water (Approved 8/1/17)		14,936
-Street Engineering (Approved 7/11/17)		4,740
-Beach Nourishment (Approved 7/ 11 /17)		350,000
-Town Code Rewrite (Approved 7/ 11 /17)		<u>44,467</u>
	\$	447,251

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4. Current Balance of the Town's Capital Reserve Fund = \$ 361,815



| <b>GENERAL FUND SUMMARY</b>                      |                            |                            |                             |                               |                                 |                             |
|--------------------------------------------------|----------------------------|----------------------------|-----------------------------|-------------------------------|---------------------------------|-----------------------------|
|                                                  | <b>FY 15-16<br/>Actual</b> | <b>FY 16-17<br/>Actual</b> | <b>FY 17-18<br/>Amended</b> | <b>FY 18-19<br/>Requested</b> | <b>FY 18-19<br/>Recommended</b> | <b>FY 18-19<br/>Adopted</b> |
| <b>Revenues:</b>                                 |                            |                            |                             |                               |                                 |                             |
| Ad valorem taxes                                 | 2,935,930                  | 2,951,740                  | 2,980,030                   | 3,013,549                     |                                 |                             |
| Occupancy, Sales Tax & Land Transfer Tax:        | 2,079,459                  | 2,072,762                  | 2,070,273                   | 2,129,539                     |                                 |                             |
| UNRESTRICTED Intergovernmental Revenues          | 479,417                    | 455,591                    | 450,600                     | 426,622                       |                                 |                             |
| RESTRICTED Intergovernmental Revenues            | 1,007,043                  | 870,805                    | 201,514                     | 205,264                       |                                 |                             |
| Permit and Fees                                  | 122,769                    | 132,252                    | 115,000                     | 124,000                       |                                 |                             |
| Other revenues                                   | 77,599                     | 67,693                     | 533,060                     | 173,600                       |                                 |                             |
| <b>SubTotal:</b>                                 | <b>6,702,217</b>           | <b>6,550,843</b>           | <b>6,350,477</b>            | <b>6,072,574</b>              |                                 |                             |
| Transfer IN from Other Funds                     | -                          | -                          | 22,000                      |                               |                                 |                             |
| Appropriated-Undesignated Fund Balance           | -                          | -                          | 447,251                     |                               |                                 |                             |
| <b>Total:</b>                                    | <b>6,702,217</b>           | <b>6,550,843</b>           | <b>6,819,728</b>            | <b>6,072,574</b>              |                                 |                             |
|                                                  |                            |                            |                             |                               |                                 |                             |
| <b>Expenditures:</b>                             |                            |                            |                             |                               |                                 |                             |
| Administration Department                        | 954,363                    | 916,080                    | 982,780                     | 1,007,058                     |                                 |                             |
| Code Enforcement Department                      | 210,681                    | 222,603                    | 287,468                     | 300,409                       |                                 |                             |
| Police Department                                | 1,438,850                  | 1,460,868                  | 1,662,310                   | 1,691,853                     |                                 |                             |
| Streets, Bridges and Canals                      | 1,754,576                  | 1,594,164                  | 1,611,664                   | 1,157,597                     |                                 |                             |
| Public Works Department                          | 406,739                    | 406,564                    | 432,826                     | 546,339                       |                                 |                             |
| Sanitation Services                              | 674,620                    | 630,540                    | 657,486                     | 688,465                       |                                 |                             |
| Fire Contracted Service                          | 475,505                    | 476,880                    | 749,625                     | 813,614                       |                                 |                             |
| Ocean Rescue Contracted Service                  | 158,126                    | 161,550                    | 161,550                     | 163,500                       |                                 |                             |
| <b>Total Operating General Fund Expenditures</b> | <b>6,073,460</b>           | <b>5,869,249</b>           | <b>6,545,709</b>            | <b>6,368,835</b>              |                                 |                             |
| Transfer OUT to Capital Reserve Fund- Canals     | 20,000                     | 20,000                     | 20,000                      | 20,000                        |                                 |                             |
| Transfer OUT to Capital Reserve Fund             |                            |                            | 254,019                     |                               |                                 |                             |
|                                                  |                            |                            | <b>6,819,728</b>            | <b>6,388,835</b>              |                                 |                             |
|                                                  |                            |                            |                             |                               |                                 |                             |
| <b>REVENUES OVER (UNDER) EXPENDITURES</b>        | <b>628,757</b>             | <b>681,594</b>             | <b>-</b>                    | <b>(296,261)</b>              |                                 |                             |
|                                                  |                            |                            |                             |                               |                                 |                             |
|                                                  |                            |                            |                             |                               |                                 |                             |
| .01 = \$130,974                                  |                            |                            |                             |                               |                                 |                             |
|                                                  |                            |                            |                             |                               |                                 |                             |
|                                                  |                            |                            |                             |                               |                                 |                             |
|                                                  |                            |                            |                             |                               |                                 |                             |

| GENERAL FUND                                          |                    |                    |                     |                       |                         |                     |
|-------------------------------------------------------|--------------------|--------------------|---------------------|-----------------------|-------------------------|---------------------|
| REVENUES                                              | FY 15-16<br>Actual | FY 16-17<br>Actual | FY 17-18<br>Amended | FY 18-19<br>Requested | FY 18-19<br>Recommended | FY 18-19<br>Adopted |
| <b>AD VALOREM TAXES:</b>                              |                    |                    |                     |                       |                         |                     |
| Property taxes - current year                         | 2,832,305          | 2,849,641          | 2,877,530           | 2,903,049             |                         |                     |
| Property taxes - prior years                          | 9,523              | 2,422              | 5,000               | 5,000                 |                         |                     |
| Vehicle taxes - prior years                           | 69                 | 5                  | 2,500               | 2,500                 |                         |                     |
| NCVTS                                                 | 90,626             | 96,829             | 92,000              | 100,000               |                         |                     |
| Tax penalties and interest                            | 3,407              | 2,843              | 3,000               | 3,000                 |                         |                     |
| <b>Total Ad Valorem Taxes</b>                         | <b>2,935,930</b>   | <b>2,951,740</b>   | <b>2,980,030</b>    | <b>3,013,549</b>      |                         |                     |
|                                                       |                    |                    |                     |                       |                         |                     |
| <b>Occupancy, Sales Tax &amp; Land Transfer Tax:</b>  |                    |                    |                     |                       |                         |                     |
| Occupancy tax                                         | 948,488            | 926,873            | 942,358             | 964,262               |                         |                     |
| Local option sales tax                                | 894,212            | 923,481            | 910,799             | 934,840               |                         |                     |
| Land transfer tax                                     | 236,759            | 222,408            | 217,116             | 230,437               |                         |                     |
| <b>Total Occupancy, Sales Tax &amp; Land Transfer</b> | <b>2,079,459</b>   | <b>2,072,762</b>   | <b>2,070,273</b>    | <b>2,129,539</b>      |                         |                     |
|                                                       |                    |                    |                     |                       |                         |                     |
| <b>UNRESTRICTED INTERGOVERNMENTAL REVENUES:</b>       |                    |                    |                     |                       |                         |                     |
| Utilities franchise tax                               | 281,555            | 259,610            | 254,000             | 237,120               |                         |                     |
| Video Programming Tax                                 | 69,122             | 70,180             | 70,000              | 67,372                |                         |                     |
| Telecommunications tax                                | 27,499             | 27,398             | 25,000              | 23,730                |                         |                     |
| PEG Channel Revenue                                   | 28,071             | 27,683             | 28,500              | 25,000                |                         |                     |
| ABC revenues                                          | 59,175             | 55,571             | 58,000              | 58,000                |                         |                     |
| Beer and Wine Tax                                     | 12,599             | 13,198             | 13,000              | 13,000                |                         |                     |
| Solid Waste Disposal Tax                              | 1,396              | 1,951              | 2,100               | 2,400                 |                         |                     |
| <b>Total Unrestricted Intergovernmental Revs</b>      | <b>479,417</b>     | <b>455,591</b>     | <b>450,600</b>      | <b>426,622</b>        |                         |                     |
|                                                       |                    |                    |                     |                       |                         |                     |
| <b>RESTRICTED INTERGOVERNMENTAL REVENUES:</b>         |                    |                    |                     |                       |                         |                     |
| Powell Bill                                           | 119,567            | 119,047            | 119,000             | 119,000               |                         |                     |
| Governor's Crime Commission                           | 13,693             | -                  | 29,764              | -                     |                         |                     |
| COPS Grant- DOJ                                       | 41,173             | 47,126             | -                   | -                     |                         |                     |
| GHSP Grant                                            | -                  | -                  | 18,750              | 15,000                |                         |                     |
| GCC Grant                                             | -                  | -                  | -                   | 37,264                |                         |                     |
| Controlled Substance tax                              | 406                | 75                 | -                   | -                     |                         |                     |
| Government Access Channel Grant                       | 10,000             | 4,200              | 10,000              | 10,000                |                         |                     |
| Shoreline Stabilization                               | 24,000             | 24,000             | 24,000              | 24,000                |                         |                     |
| NCDOT Grant                                           | 798,204            | 218,125            | -                   | -                     |                         |                     |
| US Dept of Homeland Security- FEMA                    | -                  | 373,776            | -                   | -                     |                         |                     |
| NC Dept Public Safety-DEM-FEMA                        | -                  | 84,456             | -                   | -                     |                         |                     |
| <b>Total Restricted Intergovernmental Revs</b>        | <b>1,007,043</b>   | <b>870,805</b>     | <b>201,514</b>      | <b>205,264</b>        |                         |                     |

| REVENUES                              | FY 15-16<br>Actual | FY 16-17<br>Actual | FY 17-18<br>Amended | FY 18-19<br>Requested | FY 18-19<br>Recommended | FY 18-19<br>Adopted |
|---------------------------------------|--------------------|--------------------|---------------------|-----------------------|-------------------------|---------------------|
|                                       |                    |                    |                     |                       |                         |                     |
|                                       |                    |                    |                     |                       |                         |                     |
|                                       |                    |                    |                     |                       |                         |                     |
| <b>PERMITS AND FEES:</b>              |                    |                    |                     |                       |                         |                     |
| Building permits                      | 103,446            | 106,618            | 96,000              | 103,000               |                         |                     |
| Plan review fees                      | 8,176              | 11,670             | 7,000               | 8,000                 |                         |                     |
| CAMA fees                             | 3,380              | 2,740              | 2,500               | 2,500                 |                         |                     |
| Planning board fees                   | 2,450              | 3,350              | 1,000               | 2,000                 |                         |                     |
| Court costs and fees                  | 1,017              | 974                | 1,000               | 1,000                 |                         |                     |
| Parking and other fines               | 4,300              | 6,900              | 7,500               | 7,500                 |                         |                     |
| <b>Total Permits and Fees</b>         | <b>122,769</b>     | <b>132,252</b>     | <b>115,000</b>      | <b>124,000</b>        |                         |                     |
|                                       |                    |                    |                     |                       |                         |                     |
| <b>Other Revenues:</b>                |                    |                    |                     |                       |                         |                     |
| Interest income                       | 11,251             | 26,230             | 22,000              | 45,000                |                         |                     |
| Charter Communications                | 18,324             | 1,587              | -                   | -                     |                         |                     |
| Sale of fixed assets                  | 10,222             | 20,722             | -                   | -                     |                         |                     |
| Rental Income                         | 9,900              | 1,700              | 2,400               | 2,400                 |                         |                     |
| Miscellaneous                         | 2,138              | 5,945              | 5,960               | 5,000                 |                         |                     |
| Body Armour Grant                     | 1,951              | 1,065              | 1,200               | 1,200                 |                         |                     |
| Outer Banks Community Foundation      | 1,500              | 1,000              | 1,500               | 1,000                 |                         |                     |
| Insurance proceeds                    | 22,313             | 9,444              | -                   | -                     |                         |                     |
| Dare County Beach Noursihment Grant   | -                  | -                  | 500,000             | -                     |                         |                     |
| Dare County Tourism Bureau            | -                  | -                  | -                   | 119,000               |                         |                     |
| <b>Total Other Revenues</b>           | <b>77,599</b>      | <b>67,693</b>      | <b>533,060</b>      | <b>173,600</b>        |                         |                     |
|                                       |                    |                    |                     |                       |                         |                     |
| <b>Total Other Revenues</b>           | <b>3,766,287</b>   | <b>3,599,103</b>   | <b>3,370,447</b>    | <b>3,059,025</b>      |                         |                     |
| <b>TOTAL REVENUE BEFORE TRANSFERS</b> |                    |                    |                     |                       |                         |                     |
|                                       |                    |                    |                     |                       |                         |                     |
|                                       |                    |                    |                     |                       |                         |                     |
|                                       |                    |                    |                     |                       |                         |                     |



| <b>ADMINISTRATION DEPARTMENT</b>    | <b>FY 15-16<br/>Actual</b> | <b>FY 16-17<br/>Actual</b> | <b>FY 17-18<br/>Amended</b> | <b>FY 18-19<br/>Requested</b> | <b>FY 18-19<br/>Recommended</b> | <b>FY 18-19<br/>Adopted</b> |
|-------------------------------------|----------------------------|----------------------------|-----------------------------|-------------------------------|---------------------------------|-----------------------------|
| Salaries                            | 355,769                    | 362,528                    | 370,119                     | 375,114                       |                                 |                             |
| FICA                                | 25,490                     | 25,951                     | 29,737                      | 30,120                        |                                 |                             |
| Retirement                          | 42,208                     | 44,580                     | 46,265                      | 47,827                        |                                 |                             |
| Group Health insurance              | 44,968                     | 42,424                     | 45,809                      | 47,460                        |                                 |                             |
| Council Compensation                | 15,554                     | 18,600                     | 18,600                      | 18,600                        |                                 |                             |
| Council Travel & Training           | -                          | -                          | 1,500                       | 2,000                         |                                 |                             |
| Unemployment Payments               | 519                        | -                          | -                           | -                             |                                 |                             |
| Legal services                      | 52,480                     | 48,555                     | 61,500                      | 61,500                        |                                 |                             |
| Audit services                      | 16,069                     | 16,000                     | 16,250                      | 17,000                        |                                 |                             |
| Payroll services                    | 7,861                      | 6,410                      | 7,500                       | 7,500                         |                                 |                             |
| Computer services                   | 58,384                     | 72,970                     | 52,200                      | 58,887                        |                                 |                             |
| Insurance and bonds                 | 84,036                     | 67,818                     | 75,000                      | 75,000                        |                                 |                             |
| Advertising                         | 823                        | 770                        | 1,000                       | 1,000                         |                                 |                             |
| Travel                              | 8,964                      | 7,390                      | 8,800                       | 15,000                        |                                 |                             |
| Telephone                           | 28,631                     | 30,914                     | 28,600                      | 30,000                        |                                 |                             |
| Utilities                           | 20,275                     | 20,151                     | 25,000                      | 25,000                        |                                 |                             |
| Dues/subscriptions                  | 7,564                      | 6,903                      | 10,000                      | 10,000                        |                                 |                             |
| Training                            | 7,792                      | 4,269                      | 10,300                      | 13,500                        |                                 |                             |
| Supplies                            | 9,847                      | 8,669                      | 10,000                      | 13,000                        |                                 |                             |
| Postage                             | 1,572                      | 1,512                      | 2,000                       | 2,000                         |                                 |                             |
| Equipment lease & maintenance       | 22,605                     | 8,931                      | 12,000                      | 12,000                        |                                 |                             |
| Municipal Elections                 | 3,570                      | -                          | 4,300                       | -                             |                                 |                             |
| Dare County & NCVTS tax collection  | 46,838                     | 46,662                     | 48,000                      | 50,000                        |                                 |                             |
| Gov't. Access Channel (PEG Channel) | 28,071                     | 27,683                     | 28,500                      | 26,500                        |                                 |                             |
| Gov't. Access Channel Membership    | 1,000                      | 1,000                      | 1,000                       | 1,000                         |                                 |                             |
| Municode publishing                 | 2,835                      | 2,896                      | 5,000                       | 5,000                         |                                 |                             |
| Vehicle Operations                  | 171                        | 140                        | 500                         | 500                           |                                 |                             |
| EE Recognition & Appreciation       | 7,290                      | 7,020                      | 8,500                       | 8,500                         |                                 |                             |
| Wellness Initiative                 | 868                        | 2,692                      | 3,000                       | 3,000                         |                                 |                             |
| Contracted Services                 | 1,068                      | 2,635                      | -                           | 3,000                         |                                 |                             |
| Misc.                               | -                          | 3,067                      | 10,000                      | 10,000                        |                                 |                             |
| Technology Update- Pitts Center     | 10,276                     | 4,200                      | 10,000                      | 10,000                        |                                 |                             |
| Recording of Meetings               | 5,242                      | 5,350                      | 11,800                      | 7,050                         |                                 |                             |
| Cleaning of Town Buildings          | 16,430                     | 17,390                     | 20,000                      | 20,000                        |                                 |                             |
| Capital Outlay- Vehicle             | 19,293                     | -                          | -                           | -                             |                                 |                             |
| <b>Total</b>                        | <b>954,363</b>             | <b>916,080</b>             | <b>982,780</b>              | <b>1,007,058</b>              |                                 |                             |
|                                     |                            |                            |                             |                               |                                 |                             |

| <b>PLANNING &amp; CODE ENFORCEMENT</b> |                            |                            |                             |                               |                                 |                             |
|----------------------------------------|----------------------------|----------------------------|-----------------------------|-------------------------------|---------------------------------|-----------------------------|
|                                        | <b>FY 15-16<br/>Actual</b> | <b>FY 16-17<br/>Actual</b> | <b>FY 17-18<br/>Amended</b> | <b>FY 18-19<br/>Requested</b> | <b>FY 18-19<br/>Recommended</b> | <b>FY 18-19<br/>Adopted</b> |
| Salaries                               | 125,029                    | 127,206                    | 150,961                     | 178,938                       |                                 |                             |
| FICA                                   | 10,008                     | 10,116                     | 11,633                      | 13,689                        |                                 |                             |
| Group Health insurance                 | 22,110                     | 21,484                     | 23,348                      | 24,683                        |                                 |                             |
| Employee retirement                    | 15,517                     | 16,622                     | 16,159                      | 18,913                        |                                 |                             |
| Contracted Services                    | 21,095                     | 19,290                     | 20,700                      | 11,800                        |                                 |                             |
| Printing                               | 202                        | 475                        | 1,000                       | 1,000                         |                                 |                             |
| Advertising                            | 528                        | 834                        | 1,000                       | 1,000                         |                                 |                             |
| Travel                                 | -                          | 147                        | 1,000                       | 4,536                         |                                 |                             |
| Dues/subscriptions                     | 170                        | 120                        | 500                         | 350                           |                                 |                             |
| Training                               | -                          | 200                        | 1,500                       | 5,000                         |                                 |                             |
| Supplies                               | 404                        | 634                        | 1,200                       | 1,000                         |                                 |                             |
| Vehicle Maintenance                    | -                          | -                          | 2,000                       | 1,000                         |                                 |                             |
| Capital Outlay- Vehicles               | -                          | -                          | -                           | 30,000                        |                                 |                             |
| Vehicle operations                     | 788                        | 652                        | 1,000                       | 1,000                         |                                 |                             |
| Homeowners Recovery fee                | 477                        | 585                        | 1,000                       | 1,000                         |                                 |                             |
| Flood Zone Map Mailing                 | 1,810                      | 1,505                      | 2,000                       | 2,000                         |                                 |                             |
| Misc                                   | 14                         | 100                        | 1,000                       | 1,000                         |                                 |                             |
| Historic Landmark Designation          | -                          | -                          | 5,000                       | 2,000                         |                                 |                             |
| Town Code Update                       | 12,529                     | 22,633                     | 44,467                      |                               |                                 |                             |
| BOA transcription                      | -                          | -                          | 2,000                       | 1,500                         |                                 |                             |
| <b>Total Code Enforcement</b>          | <b>210,681</b>             | <b>222,603</b>             | <b>287,468</b>              | <b>300,409</b>                | -                               | -                           |
|                                        |                            |                            |                             |                               |                                 |                             |
|                                        |                            |                            |                             |                               |                                 |                             |
|                                        |                            |                            |                             |                               |                                 |                             |
|                                        |                            |                            |                             |                               |                                 |                             |
|                                        |                            |                            |                             |                               |                                 |                             |

| POLICE DEPARTMENT                          | FY 15-16<br>Actual | FY 16-17<br>Actual | FY 17-18<br>Amended | FY 18-19<br>Requested | FY 18-19<br>Recommended | FY 18-19<br>Adopted |
|--------------------------------------------|--------------------|--------------------|---------------------|-----------------------|-------------------------|---------------------|
| Salaries                                   | 826,744            | 819,660            | 879,121             | 885,472               |                         |                     |
| Holiday                                    | 29,128             | 29,179             | 25,000              | 25,000                |                         |                     |
| Overtime                                   | 11,411             | 11,575             | 20,000              | 20,000                |                         |                     |
| FICA                                       | 65,767             | 64,986             | 70,697              | 71,182                |                         |                     |
| Group Health insurance                     | 113,446            | 104,519            | 118,163             | 122,431               |                         |                     |
| Employees retirement                       | 104,238            | 110,685            | 120,565             | 123,642               |                         |                     |
| Career Development                         | 1,000              | 1,000              | 3,700               | 3,000                 |                         |                     |
| Computer services                          | 6,646              | 2,830              | 9,300               | 8,500                 |                         |                     |
| Printing                                   | -                  | -                  | 1,000               | 1,000                 |                         |                     |
| Advertising                                | -                  | 603                | -                   | -                     |                         |                     |
| Travel                                     | 10,730             | 7,162              | 12,000              | 12,000                |                         |                     |
| Dues/subscriptions                         | 1,899              | 1,045              | 1,500               | 1,500                 |                         |                     |
| Training                                   | 5,697              | 12,199             | 15,500              | 15,000                |                         |                     |
| Medical testing                            | -                  | 714                | 1,000               | 1,000                 |                         |                     |
| Uniforms                                   | 15,428             | 14,070             | 14,000              | 20,000                |                         |                     |
| Supplies                                   | 32,146             | 33,138             | 37,200              | 37,200                |                         |                     |
| Contracted Services                        | 9,105              | 13,718             | 22,500              | 19,000                |                         |                     |
| Equipment lease & maint.                   | 3,050              | 4,250              | 5,000               | 5,000                 |                         |                     |
| Equipment purchase                         | 49,201             | 70,998             | 63,600              | 73,000                |                         |                     |
| Vehicle maintenance & repair               | 19,849             | 17,884             | 28,000              | 28,000                |                         |                     |
| Vehicle operations                         | 25,057             | 25,566             | 35,000              | 35,000                |                         |                     |
| Misc.                                      | 107                | -                  | 5,000               | 10,000                |                         |                     |
| Capital Outlay- Vehicles                   | 70,919             | 77,023             | 83,000              | 85,000                |                         |                     |
| GCC Grant- Radios                          | 14,605             | 14,480             | 37,264              | 37,264                |                         |                     |
| GHSP Grant- Body Cams                      | -                  | -                  | 25,000              | 25,000                |                         |                     |
| <b>Total</b>                               | <b>1,416,173</b>   | <b>1,437,284</b>   | <b>1,633,110</b>    | <b>1,664,191</b>      | -                       | -                   |
| Sep. Allowance Transferred to Pension Fund | 22,677             | 23,584             | 29,200              | 27,662                |                         |                     |
| <b>Total Police</b>                        | <b>1,438,850</b>   | <b>1,460,868</b>   | <b>1,662,310</b>    | <b>1,691,853</b>      | -                       | -                   |
|                                            |                    |                    |                     |                       |                         |                     |
|                                            |                    |                    |                     |                       |                         |                     |



| <b>Streets, Bridges and Canals</b>      | <b>FY 15-16<br/>Actual</b> | <b>FY 16-17<br/>Actual</b> | <b>FY 17-18<br/>Amended</b> | <b>FY 18-19<br/>Requested</b> | <b>FY 18-19<br/>Recommended</b> | <b>FY 18-19<br/>Adopted</b> |
|-----------------------------------------|----------------------------|----------------------------|-----------------------------|-------------------------------|---------------------------------|-----------------------------|
| Street Sign Maintenance                 | 4,974                      | 6,414                      | 4,000                       | 4,000                         |                                 |                             |
| Engineering & Arborist Services         | 1,794                      | 3,350                      | 5,000                       | 5,000                         |                                 |                             |
| Street Maintenance                      | 54,278                     | 19,250                     | 57,202                      | 57,202                        |                                 |                             |
| Brush Trimming                          | 7,650                      | 11,900                     | 20,000                      | 20,000                        |                                 |                             |
| Bridge Maintenance                      | 915                        | 2,125                      | 1,500                       | 2,125                         |                                 |                             |
| Beach Profile Study                     | -                          | 850                        | 33,108                      | 94,000                        |                                 |                             |
| Beach Nourishment Engineering           | -                          | 40,316                     | -                           | -                             |                                 |                             |
| Beach Nourishment - Legal               | -                          | 29,636                     | -                           | -                             |                                 |                             |
| Beach Noursihment                       | -                          | 0                          | 1,000,000                   | -                             |                                 |                             |
| Hurricane Matthew Recovery              | -                          | 414,050                    | -                           | -                             |                                 |                             |
| Osprey Lane                             | -                          | 154,082                    | 850                         | -                             |                                 |                             |
| Juniper Trail                           | -                          | 186,768                    | 2,200                       | -                             |                                 |                             |
| Juniper/Trinite Trail Bridge            | -                          | 7,223                      | -                           | -                             |                                 |                             |
| Fairway Drive                           | 150                        | -                          | 225                         | -                             |                                 |                             |
| Pintail Court                           | 4,918                      | -                          | -                           | -                             |                                 |                             |
| Scuppernong Lane                        | 38                         | -                          | -                           | -                             |                                 |                             |
| N,S & E Dogwood Intersection            | 75                         | 3,563                      | 1,500                       | -                             |                                 |                             |
| Yaupon Trail                            | 1,163                      | 6,660                      | 1,282                       | -                             |                                 |                             |
| N. Dogwood Trail # 280 293              | 59,397                     | -                          | -                           | -                             |                                 |                             |
| Beech Tree St. Project                  | 166,532                    | 56                         | -                           | -                             |                                 |                             |
| Bear Track Lane                         | 71,563                     | -                          | -                           | -                             |                                 |                             |
| Wild Swan Lane                          | 19                         | 131,085                    | 113                         | -                             |                                 |                             |
| Fox Grape Lane                          | 249,751                    | 75                         | -                           | -                             |                                 |                             |
| Hollow Beach Court                      | 70,714                     | -                          | 2,750                       | -                             |                                 |                             |
| Palmetto Lane                           | -                          | -                          | 162,575                     | -                             |                                 |                             |
| Clam Shell Trail                        | -                          | -                          | 187,754                     | -                             |                                 |                             |
| Skyline Dr. Intersection                | -                          | -                          | 52,898                      | -                             |                                 |                             |
| FY 17-18 Infrastructure Projects        | -                          | -                          | 1,593                       | -                             |                                 |                             |
| East Dogwood Bike Path                  | -                          | -                          | -                           | 250,000                       |                                 |                             |
| FY 18-19 Infrastructure Projects        | -                          | -                          | -                           | 654,870                       |                                 |                             |
| Tall Pine Bridge                        | 997,755                    | (12,923)                   | -                           | -                             |                                 |                             |
| Waterway Maintenance and Repair         | 400                        | 400                        | 400                         | 400                           |                                 |                             |
| Storm Debris Cleanup                    | -                          | 67,300                     | 16,778                      | 20,000                        |                                 |                             |
| Bulkhead Maintenance and Repair         | 62,490                     | 79,110                     | 45,000                      | 50,000                        |                                 |                             |
| NC Hwy12-E. Dogwood Stormwater Flooding | -                          | 412,874                    | 14,936                      | -                             |                                 |                             |
| Dogwood Trail Physical Survey           | -                          | 30,000                     | -                           | -                             |                                 |                             |
| <b>Total</b>                            | <b>1,754,576</b>           | <b>1,594,164</b>           | <b>1,611,664</b>            | <b>1,157,597</b>              | <b>-</b>                        |                             |

[illegible]

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## 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 18-19 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 18-19 set by the State LGERS Board of 7.75% for General Employees. 5% annual Town contribution to 401k for all employees.
- **Group Health Insurance** – Insurance rates reflect approximately a 4.5% increase.
- **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 +\$185/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** – Third 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. Includes Stanley door update and network and wiring cleanup for the Public Works Shop.

#### 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 and travel for Council, including, but not limited to, 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, International Personnel Management Association, NC Government Finance Officers 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, IPMA Spring and Fall 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 4<sup>th</sup> employee and families, and Council members picnic, all-employee annual Christmas party, all-employee work anniversary 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 12 night meetings @ 4 hours each (\$250 first 2 hours/\$100 per hour after) and 3 workshops @ 5 hours each.
- **Cleaning of Town Buildings** – Weekly janitorial of all Town buildings and Spring deep cleaning.

## 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 18-19 Budget Highlights

#### Personnel

- **Salaries** – Salaries include a full year for the part time Building Inspector, and increases for Deputy Town Manager-Planner and Permit Officer for added duties and responsibilities.
- **FICA** – Social Security and Medicare rate of 7.65%. Includes FICA withheld for Council Compensation.
- **Retirement** – Mandatory rates for FY 18-19 set by the State LGERS Board of 7.75% for General Employees. 5% annual Town contribution to 401k for all employees.
- **Group Health Insurance** – Insurance rates reflect approximately a 4.5% increase. Actual numbers will come in May.

#### Contracted Services

- Funding for initial year subscribing to citizenserve permitting software.
- Includes \$9,800 for first year and \$2,000 for unexpected expenses. Each additional year fee is \$3,600

#### 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.
- Increased by \$3,356 for meals and accommodations for UNC SOG Municipal and County Administration course in Chapel Hill, NC. from September, 2018 through April, 2019.

#### Dues/Subscriptions

- Funding for media subscriptions and employee certifications.
- Decreased by \$350 to reflect previous year's actual costs.

#### Training

- Funding for continuing education.



- Increased by \$3,500 UNC SOG Municipal and County Administration course in Chapel Hill, NC. from September, 2018 through April, 2019.

### **Supplies**

- Funding for materials and equipment.
- Decreased by \$200 to reflect previous year's actual costs.

### **New Vehicle**

- New item for \$30,000 for Ford F-150 4x4 including Town logo stickers.

### **Vehicle Maintenance and Repair**

- Funding for maintenance and repairs for the Department's only vehicle.
- Decreased by \$1,000 due to acquisition of a new vehicle and releasing current Department's vehicle (Ford Escape).

### **Vehicle Operations**

- Funding for vehicle fuel.

### **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.

### **Misc.**

- Funding for unexpected expenses.

### **Historic Landmarks Commission**

- Decreased by \$3,000 due to in-house property research for potential Historic Landmark reports.
- Funding for plaques/monuments for designated Historic Landmarks.

### **Town Code Update**

- Funding for contracted service with CodeWright Planners for the Town Code Update Project will need to be brought to Council in July or August for a budget amendment.
- Decreased to reflect remaining budget for project completion which includes work in Task 3, Task 4, graphics, and copies.

### **BOA Transcription**

- Funding for a transcriptionist for Planning Board meetings in which the Board performs the duties of the Board of Adjustment.
- Decreased by \$500 to reflect previous year's actual costs.



## Southern Shores Police Department

### Budget Justification Summary Report 2018-2019

*(proposals, prices, and needs noted below are subject to change without notice. They may also depend upon availability, prices and/or unforeseen needs that may arise during the FY2018/19. These proposals are not inclusive of all the department's needs/requirements, and are only a summary)*

2/23/18

#### Line Item

**Career Development-** Decrease \$1500 from \$4500 to \$3000 – Tuition 2 officers, 4 yr. degrees possible for 2 officers

**Computer Services-** Same \$8500 RMS- \$4500.00, covers Shoshin non- contract for our MDT/Laptops. Install updates in vehicles. DCI Computer upgrade.

**Printing-** Remain same \$1000.

**Advertising-** Remain same 0.

**Travel-** Remain same \$12,000.00 To cover SRO refresher school, possible DARE refresher, covers officers schools/training, F/A, Radar, Taser, PT (\$12,000) covers meals/lodging.

**Dues/Subscriptions-** Same \$1500. (FBINA, FBINC, NCCOP, FA)

**Training-** Same \$15,000. (~~\$500-Dare~~)SRO refresher training, PO's training-P/T, F/A. DARE covers schools not free like Salemburg, Edneyville 8hr travel time. Gym-\$125 x 13=\$1625, Dare-\$1200, SRO Refresh-\$800,(\$4725) F/A's,Taser, Radar x 12 officers-Simunitions New training

**Medical Testing-** Same \$1000. Emerg. Need in case New hire (\$800) minimum

**Uniforms-** Remain same \$20,000 This includes officer dry cleaning – 1 shirt, 1 pair pants, Pant 5.50x2=11.00 shirt 3.50x2=7.00 =**936.00** per officer per yr x 11 officers=**\$10296.00**. The average cost to replace worn/damaged basic Class A uniforms is approx. **\$600.00** per officer, and this cost includes the basic: 2-pair of pants, 2-s/s shirts, 2-L/s shirts and 1-shoes x 2 (Class B's additional **\$400** per officer). Galls.

|            |              |
|------------|--------------|
| Pants:     | \$95.00      |
| L/S Shirt: | \$65.00      |
| S/S Shirt: | \$60.00      |
| Shoes:     | \$80-100.00. |
| Boots:     | \$120-150.00 |

Jackets: \$170.00

**Supplies-**

Same \$37,200. (Additional supplies for training room/Officers) Additional increase in Ammo, SRO supplies. Dare supplies 4 New printers in cars- need Thermal paper, Inv. supplies, DATA recovery software, additional Simunitions for training equip \$2000.00, Additional Taser Training Carts-\$800.00. Targets.

**Contracted Services-**

Increase **\$2500(LPR) (S. Dogwd)** from \$16,500 to \$19,000.00. (TLO  $115 \times 12 = \$1380$ ) DCI- \$2000, OSSI maint-\$2000, DCI & OSSI County license increased all department on beach affected. \$1000.00 annual range fees Additional **\*\$3000.00** for Taser Assurance replacement program x-3 years, Cloud in-car cams. (\$35per cam x 12mo=\$420. Per year x 11 cams=\$4620) LPR License(1200 Eltag=yr)/maint (Charter  $100 \times 12 = 1200$ ) \$4800.00 per yr. (\$19,000.00.)

**Equipment Lease/Maint-**

Same \$5000. Current lease UTV (\$3200x3yrs) **Additional** \$1200.00 for ATV (6 months) service=\$400. (\$4800)

**Equipment Purchase-**

Increase **\$9,400**. From **\$63,600 to \$73,000**. Required Interview/record system replacement \$10,000. 3 mobile radios ( $\$3700 \times 3 = \$11,000$ . + \$500-Installs) 3 portable radios ( $\$3,500 \times 3 = \$10,500$ ) 1-Radar/Message board Trailer- \$12000.00. **11 body cams 12,000.(Grant)** AED's  $\$1600 \times 12 = \$19,200$ . (\$73,000)

**Vehicle Maint. & Repair-**

Increase **\$8000**. from **\$20,000 to \$28,000**. (we had to move funds almost exhausted in 5 months) another Charger motor (\$4000) and other expensive repairs.

**Vehicle Operations-**

Reduce **\$8000-** from **\$43,000 to \$35,000** depends on fuel cost (moved 8k to Vmaint)

**Contingency-Misc**

Increase **\$5,000.00** from **\$5000 to \$10,000.00**. (possible grant matches etc.)(Vehicle maint.)

**Capital -Outlay**

See Vehicle Replacement below

**Vehicle replacement-**

Increase **\$2000** from **\$83,000 to \$85,000**. 2 patrol vehicles fully equipped. 1- SUV 4x4 AWD-\$34,048 + Equip.& Install \$9182=\$43,230. 1-P.U. 4x4 -\$34,901 + equip \$5854

(Inc. install)=\$40,755 State Contract Price. 2 year rotation  
– (\$83,985)

**CRO-**

**\$17.00** per hr Community Resource Officer

**Grants-**      \$63,000.00 – Total see breakdown below;

| <b><u>GHSP-</u></b> | <b><u>\$ Total</u></b> | <b><u>75%</u></b> | <b><u>25%</u></b> |                    |
|---------------------|------------------------|-------------------|-------------------|--------------------|
| 11 Body Cams        | \$15,000               | 11,250            | 3,750             | (Match may be 50%) |
| 2 In-Car Cam        | \$10,000               | 7,500             | 2,500             | “      “           |

| <b><u>GCC</u></b> | <b><u>\$total</u></b> | <b><u>75%</u></b>              | <b><u>25%</u></b> |
|-------------------|-----------------------|--------------------------------|-------------------|
| Port. Radios      | \$37,264              | <b>(may not have to match)</b> |                   |

Totals:      \$62,264.00

**\*NOTE\*** Salary request for a **3.0%** COLA for all personnel.



## Streets, Bridges and Canals

### FY 18-19 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:** \$2,125 proposed for any minor bridge repairs required due to DOT bridge inspections.
- **Beach Profile Study:** \$94,000 is for beach profile and vulnerability study.
- **Waterway Maintenance and Repair:** \$400 proposed as contribution to the Boat Club for buoys and channel marker maintenance.
- **Storm Debris Cleanup:** \$20,00 proposed for post-storm debris cleanup and disposal in the Town streets, rights-of-way, beaches and canals.
- **FY 18-19 Capital Street Rebuild Projects:** \$654,870 proposed annually for capital improvements to infrastructure - including specific capital projects to be recommended by the CIIP Committee for design and reconstruction of Town streets; annual proposed amount equivalent to revenue derived from 5 cents on the current tax rate.
- **Bulkhead Maintenance and Repair:** \$50,000 proposed for structural repairs/replacement of Town-owned bulkheads.
- **East Dogwood Bike Path:** \$250,000 proposed for the East Dogwood Bike Path.

## 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 18-19 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 18-19 set by the State LGERS Board of 7.75% for General Employees (Previously 7.07%). 5% annual Town contribution to 401k for all employees.
- **Group Health Insurance** – Insurance Rates reflect approximately a 4.5% increase.

#### Public Works

- **Training/Professional Development:** \$2,000 is requested for pesticide training class, 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 any hotel accommodations needed to attend training.
- **Uniforms:** \$3,500 is requested for weekly uniform service for the Public Works Maintenance Technicians, purchase of hard toe safety shoes for five employees, and any new uniform needs.
- **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:** \$8,500 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:** \$1,300 is requested- \$700 for emergency exit sign and fire extinguisher repair/replacement, emergency eye wash station, 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:** \$33,022 is requested- \$1,000 for painting the police department and replacing rotten wood; \$1,000 for lighting supplies; \$1,000 for refinishing of decking and painting of buildings; 10,000 to replace rotten doors and fascia and build new stairs at the Pitts Center; \$3,500 for Public Works shop upgrades (ventilation and storage needs); \$1,300 for flags; \$5,000 for fence and gate repairs; 5,000 for unforeseen repairs on the generator; and the remainder for miscellaneous repairs and upkeep of buildings and associated equipment including the generator service.
- **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:** \$5,500 is requested for lease and maintenance of equipment, including purchase of mower blades, new tires for tractors/mowers, etc., and \$1,500 for new flail mower teeth.
- **Vehicle Maintenance & Repair:** \$3,000 is requested for regular maintenance and repair of the four Public Works' vehicles (four trucks) and boat.
- **Vehicle Operations:** \$9,000 is requested to cover fuel for Public Works' vehicles and equipment. This increase is to cover fuel costs for a new vehicle and ethanol free gas for the mowers.
- **Misc.:** \$ 1,000 is requested

- **Capital Outlay- Vehicle** \$35,000 is requested for the purchase of a new vehicle on the state bid contract (four door four-wheel drive pickup truck).
- **Medical Testing:** \$150 is requested for any drug screenings needed.
- **Equipment Purchase:** \$4,460 is requested- includes the purchase of \$120 for air impact wrench, \$200 for impact socket set, \$120 for heavy duty vice, \$100 for post hole diggers, \$150 for shovels and rakes, \$120 for car battery charger, \$150 for portable jumpstart box, \$1,000 for safety lights on vehicles and equipment, \$2,500 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.
- **Facilities Assessment:** \$26,370 is requested for facilities assessment of Town owned buildings.

## **Sanitation**

### **FY 18-19 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 2% CPI adjustment)
- Commercial Collection: \$44,461 (represents a 2% CPI Adjustment)
- Landfill Tipping Fee: \$172,725 (In line with what will actually be spent in FY 17-18)
- Recycling Collection: \$156,200 (represents a 10% adjustment)
- Misc.: \$200 is requested for any miscellaneous pickups needed.
- Large Item Pickup: Two pickups per year (one in April and the other in October)
- Limb and Branch Removal: \$130,000 is requested for limb and branch removal. The fuel surcharge section has been removed from the contract starting July 1, 2018.



| Accounts                               | Budget<br>2017-2018 | Actual 6 Months<br>2017-2018 | Estimated<br>2017-2018 | Budget<br>2018-2019 |
|----------------------------------------|---------------------|------------------------------|------------------------|---------------------|
| 301 - Dare County                      | 105,856             | 55,018                       | 103,315                | 120,570             |
| 302 - Southern Shores                  | 481,925             | 240,963                      | 476,880                | 545,914             |
| 304 - Dare Radio payment               | 0                   | 0                            | 0                      | 0                   |
| 306 - TOSS Radio Payment               | 0                   | 0                            | 0                      | 0                   |
| Revenue                                | 587,781             | 295,980                      | 580,195                | 666,484             |
|                                        |                     |                              |                        |                     |
| 305 - Interest & Misc Income           |                     |                              |                        |                     |
| 305.01 - Interest Earned               |                     | 414                          | 414                    |                     |
| 305.02 - Donations                     |                     | 3,427                        | 3,427                  |                     |
| 305.03 - Special Donations             | 40,000              | 0                            | 40,000                 | 40,000              |
| 305.04 - T-Shirt Sales                 |                     | 1,017                        |                        |                     |
| 305.09 - Sign Program                  |                     | 180                          | 300                    |                     |
| 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                |                     |                              |                        |                     |
| 305.19 - Other Income                  |                     |                              |                        |                     |
| 305.60 - Beach Wheel Chair Donations   |                     | 465                          | 465                    |                     |
| 305.61 - Storm/Hurricane Reimbursement |                     |                              |                        |                     |
| 305.16 - Capital Reserves              |                     |                              |                        |                     |

3/28/2018

Southern Shores Volunteer Fire Dept Revised 2018-2019 SSVFD Budget - Updated

|                            |         |         |         |         |
|----------------------------|---------|---------|---------|---------|
| 310.01 - Grants            |         | 300     |         |         |
|                            |         |         |         |         |
| 399 - Special Income       |         |         |         |         |
| 399.01 - Rent East Station | 1       | 1       | 1       | 1       |
| Interest & Misc Income     | 40,001  | 5,804   | 44,193  | 40,001  |
| TOTAL                      | 627,782 | 301,784 | 624,388 | 706,485 |

3/28/2018

Southern Shores Volunteer Fire Department  
 Department Revised 2018-2019 SSVFD Budget - Updated

Special District Name:

Expenses

| Accounts -                        | Budget<br>2017-2018 | Actual 6 Months<br>2017-2018 | Estimated<br>2017-2018 | Budget<br>2018-2019 |
|-----------------------------------|---------------------|------------------------------|------------------------|---------------------|
| 501 - Operating Supplies          | 35,100              | 13,229                       | 26,954                 | 27,050              |
| 502 - Utilities                   | 14,200              | 7,175                        | 14,480                 | 13,650              |
| 503 - People Costs                | 225,500             | 127,238                      | 248,429                | 285,700             |
| 504 - Community                   | 9,600               | 8,884                        | 9,010                  | 9,750               |
| 505 - Professional Services       | 37,000              | 38,764                       | 37,021                 | 40,500              |
| 506 - Bank Fees & Service Charges | 1,500               | 773                          | 1,580                  | 1,750               |
| 507 - Rental                      | 44,435              | 0                            | 44,325                 | 44,435              |
| 511 - R & M Vehicles              | 20,000              | 2,988                        | 22,766                 | 20,000              |
| 512 - R & M Radio Equipment       | 3,000               | 216                          | 934                    | 3,000               |
| 513 - R & M Other                 | 21,350              | 7,751                        | 14,731                 | 18,850              |
| 515 - Repair and Maintenance      | 44,350              | 10,955                       | 38,431                 | 41,850              |
| 550 - Capital Equipment           | 75,547              | 58,380                       | 76,400                 | 38,185              |
| 570 - Debt Service                | 141,550             | 128,349                      | 141,549                | 161,765             |
|                                   |                     |                              |                        |                     |
| <b>TOTAL Expenses</b>             | <b>673,132</b>      | <b>404,702</b>               | <b>676,610</b>         | <b>706,485</b>      |

**TOWN OF SOUTHERN SHORES  
PAY SCALE  
7/1/2018**

| <u>Grade</u> | <u>Classification</u>                                                            | <u>FLSA<br/>Status</u> | <u>Hiring<br/>Rate</u> | <u>Minimum</u> | <u>Maximum</u> |
|--------------|----------------------------------------------------------------------------------|------------------------|------------------------|----------------|----------------|
| 10           |                                                                                  |                        | 34,646                 | 36,380         | 51,972         |
| 11           | Public Works Maintenance Technician                                              |                        | 36,380                 | 38,199         | 54,570         |
| 12           | Senior PW Maintenance Technician                                                 |                        | 38,199                 | 40,107         | 57,298         |
| 13           | Police Administrative Assistant                                                  |                        | 40,107                 | 42,113         | 60,163         |
| 14           | Permits Officer<br>Police Officer<br>School Resource Officer                     |                        | 42,113                 | 44,219         | 63,172         |
| 15           | Building Inspector<br>Corporal                                                   |                        | 44,219                 | 46,432         | 66,330         |
| 16           | Administrative Assistant<br>Public Works Supervisor<br>Administrative Specialist |                        | 46,432                 | 48,752         | 69,646         |
| 17           | Police Sergeant<br>Code Enforcement Officer                                      |                        | 48,752                 | 51,191         | 73,128         |
| 18           | Town Clerk<br>Police First Sergeant                                              |                        | 51,191                 | 53,751         | 76,784         |
| 19           | Planner/Code Enforcement Officer                                                 | E                      | 53,751                 | 56,437         | 80,625         |
| 20           | Police Lieutenant                                                                | E                      | 56,437                 | 59,259         | 84,655         |
| 21           |                                                                                  |                        | 59,259                 | 62,223         | 88,889         |
| 22           | Public Works Director                                                            | E                      | 62,223                 | 65,335         | 93,332         |
| 23           | Deputy TM-Planning Director                                                      | E                      | 65,335                 | 68,600         | 97,997         |
| 24           | Finance & Personnel Officer                                                      | E                      | 68,600                 | 72,032         | 102,896        |
| 25           | Police Chief                                                                     | E                      | 72,032                 | 75,632         | 108,043        |
| 26           |                                                                                  |                        | 75,632                 | 79,414         | 113,444        |

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