Town of Southern Shores
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April 17, 2018- WORKSHOP MEETING MINUTES

April 17, 2018 Minutes: Special Council Meeting-Budget Work Session

The Town of Southern Shores Town Council met in the Pitts Center located at 5377 N. Virginia Dare Trail at 9:00 a.m. on Tuesday, April 17, 2018.

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.

COUNCIL MEMBERS PRESENT: Mayor Bennett, Mayor pro tem Chris Nason, and Council Members Fred Newberry, Jim Conners and Gary McDonald.

OTHERS PRESENT: Budget Officer /Town Manager Peter Rascoe, Finance & Human Resource Officer Bonnie Swain, Town Clerk Sheila Kane, Town Planner Wes Haskett, Public Works Director David Bradley, Police Chief David Kole and Town Engineers Andy Deel and Joe Anlauf.

CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

Mayor Bennett called the meeting to order at 9:00 A.M., led the Pledge of Allegiance, and held a moment of silence.

General Public Comment

No citizen spoke at public comment.

Review of Design Plans for Construction of East Dogwood Trail Walking Path - Deel Engineering

Town Engineers Andy Deel and Joe Anlauf reviewed the changes to the original design plans of the walkway along East Dogwood. To reduce costs and present a less expensive alternative the engineers removed the following from the concrete walkway option:

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. The engineering cost estimate of $250,000 includes contingency. This estimate price value is for a 5' wide concrete path in the main path alignment only. Crosswalks to side streets or rest areas are separate and not included in the $250,000-dollar amount.

Review of Draft Projected General Fund Revenues for FY 18-19

Budget Officer and Town Manager Peter Rascoe, along with Finance Officer Bonnie Swain, reviewed the projected revenues and expenses for FY 18-19 with Council. Mr. Rascoe started his presentation reviewing a memorandum-summarizing revenues and expenses for FY18-19 before review of each line item as presented.

MEMORANDUM April 10, 2018
To: Town Council
From: Peter Rascoe, Budget Officer
Re: Draft Projected Revenues and Expenses for FY 18-19

Attached are DRAFT projected revenues and expenses in the various budget funds for Town operations. I will be reviewing each budget line with the Council at your April 17 Special Meeting-Budget Planning Session.

Four items of information are indicated below:

1. The total personnel expenses projected for the Town include the following costs as per Town policy, or as recommended by me, or as dictated by the consumer market:

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

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2. The Draft budget's total projected expenses are $ 6,388,835 – which include the Council's own recently directed expenses:

Item	Council Action	Date	
• 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	$ 94,000
	Total Council-Directed Budget Expenses		**$ 509,240**

The difference in the projected revenues and the currently projected expenses (including the above), is a current shortfall of $296,261:

FY 18-19 Projected Revenues	$ 6,072,574
FY 18-19 Projected Expenses	$ 6,388,835
To Balance	$ 296,261

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3. Unassigned Fund Balance as of 6/30/17:	$ 3,461,071
• Council Budget Amendments from UFB to date** :	-447,251
• FEMA Reimbursement Anticipated	+114,558
• Difference (Not necessarily a balance of UFB)	$ 3,128,378
**Approved Budget Amendments FY 17-18:	
-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)	44,467
	$ 447,251

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

DRAFT Budget
April 17, 2018

GENERAL FUND SUMMARY						
	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
Revenues:						
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		
SubTotal:	**6,702,217**	**6,550,843**	**6,350,477**	**6,072,574**		
Transfer IN from Other Funds	-	-	22,000			
Appropriated-Undesignated Fund Balance	-	-	447,251			
Total:	**6,702,217**	**6,550,843**	**6,819,728**	**6,072,574**		
Expenditures:						
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		
Total Operating General Fund Expenditures	**6,073,460**	**5,869,249**	**6,545,709**	**6,368,835**		
Transfer OUT to Capital Reserve Fund- Canals	20,000	20,000	20,000	20,000		
Transfer OUT to Capital Reserve Fund			254,019			
			6,819,728	**6,388,835**		
REVENUES OVER (UNDER) EXPENDITURES	**628,757**	**681,594**	**-**	**(296,261)**		
.01 = $130,974						

GENERAL FUND						
REVENUES	**FY 15-16 Actual**	**FY 16-17 Actual**	**FY 17-18 Amended**	**FY 18-19 Requested**	**FY 18-19 Recommended**	**FY 18-19 Adopted**
AD VALOREM TAXES:						
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		
Total Ad Valorem Taxes	**2,935,930**	**2,951,740**	**2,980,030**	**3,013,549**		
Occupancy, Sales Tax & Land Transfer Tax:						
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		
Total Occupancy, Sales Tax & Land Transfer	**2,079,459**	**2,072,762**	**2,070,273**	**2,129,539**		
UNRESTRICTED INTERGOVERNMENTAL REVENUES:						
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		
Total Unrestricted Intergovernmental Revs	**479,417**	**455,591**	**450,600**	**426,622**		
RESTRICTED INTERGOVERNMENTAL REVENUES:						
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	-	-		
Total Restricted Intergovernmental Revs	**1,007,043**	**870,805**	**201,514**	**205,264**		

REVENUES	**FY 15-16 Actual**	**FY 16-17 Actual**	**FY 17-18 Amended**	**FY 18-19 Requested**	**FY 18-19 Recommended**	**FY 18-19 Adopted**
PERMITS AND FEES:						
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		
Total Permits and Fees	**122,769**	**132,252**	**115,000**	**124,000**		
Other Revenues:						
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 Nourishment Grant	-	-	500,000	-		
Dare County Tourism Bureau	-	-	-	119,000		
Total Other Revenues	**77,599**	**67,693**	**533,060**	**173,600**		
Total Other Revenues	**3,766,287**	**3,599,103**	**3,370,447**	**3,059,025**		
TOTAL REVENUE BEFORE TRANSFERS						

ADMINISTRATION DEPARTMENT	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
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 Initative	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	-	-	-		
Total	**954,363**	**916,080**	**982,780**	**1,007,058**		

PLANNING & CODE ENFORCEMENT	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
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		
Total Code Enforcement	**210,681**	**222,603**	**287,468**	**300,409**	-	-

POLICE DEPARTMENT	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 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		
Total	**1,416,173**	**1,437,284**	**1,633,110**	**1,664,191**	-	-
Sep. Allowance Transferred to Pension Fund	22,677	23,584	29,200	27,662		
Total Police	**1,438,850**	**1,460,868**	**1,662,310**	**1,691,853**	-	-

Streets, Bridges and Canals	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
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	-	-		
Total	**1,754,576**	**1,594,164**	**1,611,664**	**1,157,597**	-	

PUBLIC WORKS DEPARTMENT	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
Salaries	209,340	206,910	206,889	288,507		
FICA	15,092	14,774	15,827	22,071		
Group Health insurance	38,373	32,706	35,193	33,961		
Employee retirement	23,442	24,248	24,855	34,618		
Training	4,410	1,300	2,000	2,000		
Printing	-	225	600	600		
Travel	2,417	-	2,000	2,000		
Uniforms	3,779	3,582	3,500	3,500		
Dues and Subscriptions	489	753	330	330		
Supplies	3,204	36,226	7,960	8,500		
Advertising	1,096	723	450	450		
Safety Compliance	586	819	1,100	1,300		
Town buildings maintenance & repairs	25,948	30,276	33,022	33,022		
Beautification-grounds	11,499	5,028	5,000	5,000		
Equipment lease & maintenance	5,167	5,633	3,000	5,500		
Vehicle maintenance & repair	1,977	1,264	3,000	3,000		
Vehicle operations	5,434	4,987	7,000	9,000		
Misc	593	950	950	1,000		
Capital Outlay- Equipment	27,609	4,499	-	-		
Capital Outlay- Vehicle	-	-	-	35,000		
Medical Testing	131	294	150	150		
Equipment Purchase	-	-	26,000	4,460		
Boat purchase-(From CRF-Canals)	-	-	22,000	-		
Shoreline Stabilization	24,000	31,254	30,000	24,000		
Parking Lot Maintenance	2,153	113	2,000	2,000		
Facilities Assessment	-	-	-	26,370		
Total	**406,739**	**406,564**	**432,826**	**546,339**	-	-

Sanitation	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
Residential Collection	213,618	170,976	173,225	176,690		
Commercial Collection	44,284	43,890	44,461	45,350		
Landfill Tipping Fee	166,987	163,266	172,725	172,725		
Recycling Collection	136,294	134,594	142,000	156,200		
Misc.	300	360	300	500		
Large Item Pickup	3,137	6,137	6,275	7,000		
Limb and Branch Removal	110,000	111,317	118,500	130,000		
Total Sanitation	**674,620**	**630,540**	**657,486**	**688,465**	-	-

Fire Services	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
Contract Fire Protection	475,505	476,880	481,925	545,914		
Architectural Services- New Station	-	-	267,700	267,700		
Total Fire Dept	**475,505**	**476,880**	**749,625**	**813,614**	-	

Ocean Rescue	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
Ocean Rescue	158,126	161,550	161,550	163,500		
Total Ocean Rescue	**158,126**	**161,550**	**161,550**	**163,500**		-

CEMETERY FUND	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
Revenues				
Cemetery Fund Undesignated Fund Balance	9,180			
Cemetery lots	2,000	640		
	11,180	**640**		
CEMETERY FUND				
Expenses				
Salaries	6,240			
FICA	500			
Beautification	3,800			
Software License	640	640		
	11,180	**640**		
Balance in Cemetery Fund as of 6/30/17:	$56,718			

Capital Reserve Fund	FY 17-18 Amended	FY 18-19 Requested	FY 18-19 Recommended	FY 18-19 Adopted
Revenues				
Tr IN from GF	274,019	20,000		
Total	**274,019**	**20,000**		
Expenses				
Channel and Canal Maintenance	20,000	20,000		
Other Capital Projects	254,019			
Total	**274,019**	**20,000**		
Balance as of 3/31/18	225,607			
Reserved for Canals	(58,792)			
Council approved transfer from GF on 4/3/18	195,000			
Balance for Other Capital Projects	361,815			

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 4th 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

[redacted]

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 $115x12=$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 Elsag=yr)/maint (Charter 100x12= 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.x3=11,000.+ $500-Installs) 3 portable radios ($3,500x3=$10,500) 1-Radar/Message board Trailer- $12000.00. 11 body cams 12,000.(Grant) AED's $1600x12=$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;

GHSP-	$ Total	75%	25%	
11 Body Cams	$15,000	11,250	3,750	(Match may be 50%)
2 In-Car Cam	$10,000	7,500	2,500	" "

GCC	$total	75%	25%
Port. Radios	$37,264	(may not have to match)	

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.

INCOME

3/28/2018

Southern Shores Volunteer FDeptRevised 2018-2019 SSVFD Budget - Updated

Accounts	Budget 2017-2018	Actual 6 Months 2017-2018	Estimated 2017-2018	Budget 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 FDeptRevised 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

Special District Name:

Expenses

Accounts -	Budget 2017-2018	Actual 6 Months 2017-2018	Estimated 2017-2018	Budget 2018-2019
501 - Operating Supplies	35,100	13,229	26,954	27,050
502 - Utilities	14,200	7,175	14,460	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	2,986	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
560 - Capital Equipment	75,547	58,380	76,400	38,185
570 - Debt Service	141,550	128,349	141,549	161,765
TOTAL Expenses	673,132	404,702	676,610	706,485

TOWN OF SOUTHERN SHORES
PAY SCALE
7/1/2018

Grade	Classification	FLSA Status	Hiring Rate	Minimum	Maximum
10			34,646	36,380	51,972
11	Public Works Maintenance Technician		36,380	38,199	54,570
12	Senior PW Maintenace Technician		38,199	40,107	57,298
13	Police Administrative Assistant		40,107	42,113	60,163
14	Permits Officer Police Officer School Resource Officer		42,113	44,219	63,172
15	Building Inspector Corporal		44,219	46,432	66,330
16	Administrative Assistant Public Works Supervisor Administrative Specialist		46,432	48,752	69,646
17	Police Sergeant Code Enforcement Officer		48,752	51,191	73,128
18	Town Clerk 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

COUNCIL COMMENTS

- Councilman Newberry inquired how the Budget Officer planned to balance the budget with the shortfall of revenues. The Town Manager stated by utilizing one of the funds.
- Councilman McDonald asked how much of a tax increase would be required to make up the difference between the Fire Department contract amount vs. the Fire Department contract amount with a loan payment. The Finance Officer stated one penny (.01) of tax rate represents revenue of $130,974. The Town Manager stated the first proposed semi-annual payment is already in the proposed FY18-19 expenses should that first payment come due this coming fiscal year.
- Council discussed future beach nourishment and setting money aside annually for future projects. The Town Manager stated the County indicated they will not have any available funds towards new beach nourishment projects (not maintenance of on-going projects) until 2025. No action taken.

The Budget Officer stated he will present a balanced budget on May 1, 2018, with no change in services, and addition of Council directed expenses.

The Budget Officer along with each individual department head covered the proposed expenses. The Public Works and Planning Department both had increases in the salary line that was presented and unanimously approved by Council at a previous meeting. All other line items with a significant change was reviewed and backed up with the Department justification form.

ACTION TAKEN

Motion: Mayor Bennett moved to remove the beach survey update ($34,000) from FY 18-19 proposed budget. The motion was seconded by Councilman Nason. The motion passed unanimously (5-0).

OTHER ITEMS OF BUSINESS

General Public Comment

Mayor Bennett called for public comment and no citizen offered comment.

Adjourn

MOTION: Councilman Conners moved to adjourn. The motion was seconded by Mayor Pro tem Nason. The motion passed unanimously (5-0). The time was 10:54 a.m.

ATTEST: Respectfully submitted,

____________________ ____________________

Thomas G. Bennett, Mayor Sheila Kane, Town Clerk