



**Town of Southern Shores
Council Meeting
June 3, 2014**

The Town of Southern Shores Council met in the Pitts Center located at 5375 N. Virginia Dare Trail at 5:30 p.m. on Tuesday, June 3, 2014.

COUNCIL PRESENT: Mayor Tom Bennett, Mayor Pro Tem Jodi Hess, Council Members David Sanders, Larry Lawhon and Leo Holland.

COUNCIL ABSENT: None

OTHERS PRESENT: Town Manager Peter Rascoe, Town Attorney Ben Gallop and Town Clerk Sheila Kane.

CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

Mayor Bennett called the meeting to order at 5:30 p.m., led the Pledge of Allegiance, and held a Moment of Silence.

AMENDMENTS / APPROVAL OF AGENDA

MOTION: Council Member Lawhon moved to approve the agenda as presented. The motion was seconded by Council Member Sanders. The motion passed unanimously (5-0).

APPROVAL OF MINUTES

May 7, 2014 Minutes

MOTION: Mayor Pro Tem Hess moved to approve the May 7, 2014 minutes as presented. The motion was seconded by Council Member Sanders. The motion passed unanimously (5-0).

CONSENT AGENDA

The Consent Agenda consisted of the following item:

- Tax Pickup & Releases

MOTION: Council Member Lawhon moved to approve the consent agenda. The motion was seconded by Council Member Sanders. The motion passed unanimously (5-0).

[Clerk's Note: A copy of the consent agenda item is hereby attached as Exhibit A]

STAFF REPORTS

Town Planner: The Town Planner, Wes Haskett presented the planning department's monthly report containing the following:

- Permitting and Inspections for May, 2014

[Clerk's Note: A copy of the planning department's report is hereby attached as Exhibit B].

Police Department:

Chief Kole presented the Police Department's monthly report for May.

Southern Shores Volunteer Fire Department:

No report

RECOGNITION OF SERVICE

Fire Chief Bob Harvey is recognized on his retirement after years of service to the Town as Fire Chief of Southern Shores Fire Department, Inc.

REPORTS FROM TOWN BOARDS

No reports

PUBLIC HEARING-PROPOSED FY 2014-2015 BUDGET

Town Attorney, Ben Gallop opened the public hearing and called for comment on the Proposed FY 2014-2015 Budget. No comment being offered, he closed the public hearing.

The Town Manager presented Council with Ordinance 2014-06-01 Budget and Tax Rate for FY 2014-2015.

MOTION: Council Member Lawhon moved to approve Ordinance 2014-06-01 Budget and Tax Rate for FY 2014-2015 as presented. The motion was seconded by Council Member Holland. The motion passed unanimously (5-0).

[Clerk's Notes: A copy of Ordinance 2014-06-01 is hereby attached as Exhibit C. The proposed budget and public hearing were duly noticed as required by law.]

GENERAL PUBLIC COMMENT

None

OLD BUSINESS

None

NEW BUSINESS

None

OTHER ITEMS

Town Manager's report

The Town Manager addressed several matters:

- Wednesday, June 4th is National Running Day. The Town is the primary sponsor for Runcations' hosting of the second annual commemorative 5K race starting at 6:00 a.m. Several town employees are signed up to participate.
- The Town's Finance Committee will meet Wednesday, June 11th at 10:00 a.m. in the Town Hall conference room.
- A Council workshop meeting is scheduled for Tuesday, June 17th at 9:00 a.m. in the Pitts Center. This will be the last Council Meeting for this current fiscal year.
- Most capital street projects for FY 2013-2014 have been completed or are nearing completion.

Town Attorney:

None

Mayor's comments:

The road work being done on Deer Path Lane is a temporary solution and the final work will be completed by the end of September.

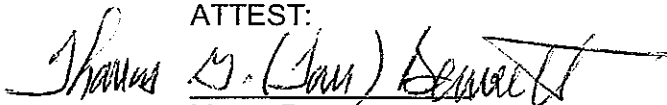
Council Members' comments:

Mayor Pro Tem Hess thanked staff for their work on the budget process stating it was very complete, concise, and clear.

Council Member Holland attended the First Flight High School awards ceremony. He stated the students had great enthusiasm, many scholarships were awarded and it was rewarding to see these young people who will someday be our leaders.

ADJOURN

MOTION: Council Member Lawhon moved to adjourn. The motion was seconded by Council Member Sanders. The motion passed unanimously. The time was 5:58 p.m.


ATTEST:
Mayor Bennett

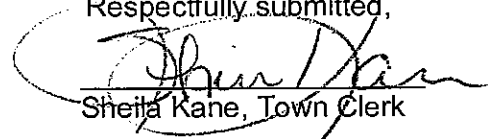
Respectfully submitted,

Sheeta Kane, Town Clerk

Exhibit A

**TOWN OF SOUTHERN SHORES
TAX DEPARTMENT**

6/3/2014

PICKUPS

RELEASES

Jan. Vehicles	\$33.74
March Vehicles	\$28.65
April Vehicles	\$45.66
May Vehicles	\$18.48

TOTAL

\$0.00

\$126.53

6-3-14 TC Report

1. Permitting for May, 2014

- 10 Zoning Permits were issued.
- 30 building permits were issued: 3 additions 27 others.
- 10 single-family dwellings are currently under construction
- Total amount of fees collected in May was \$3,545.

2. Code Enforcement

- 7 Warning Citations mailed: 5 brush/limb pile violations and 2 signage violations.

3. Comprehensive Bicycle and Pedestrian Plan

- Draft Plan will be available for public review in August.

Town of Southern Shores

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Ordinance No. 2014-06-01

An Ordinance of the Southern Shores Town Council Adopting a Budget and Tax Rate for FY 2014-2015 and Continuing a Capital Project

BE IT ORDAINED by the Town Council of the Town of Southern Shores, North Carolina that the following be the various budgets for FY 2014-15:

SECTION I. GENERAL FUND

- A. Appropriations: The following amounts are appropriated for the operation of the Town government and its activities for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

Administration Department	\$ 923,705
Code Enforcement & Inspections Department	\$ 199,370
Fire Department	\$ 525,505
Ocean Rescue Services	\$ 158,000
Police Department	\$ 1,458,684
Public Works Department	\$ 508,787
Public Works Department – Streets, Bridges & Canals	\$ 1,401,507
Sanitation Services	\$ 639,950
Contribution to Capital Reserve Fund	\$ <u>20,000</u>
Total General Fund Appropriations	\$ 5,835,508

- B. Estimated Revenues: It is estimated that the following revenues will be available during the fiscal year beginning July 1, 2014 and ending June 30, 2015 to meet foregoing appropriations:

Property Taxes- Current Year	\$ 2,790,599
Vehicle Taxes- Current Year	\$ 50,000
Property & Vehicle Taxes- Prior Years, Penalties and Interest	\$ 9,500
Subtotal: Property and Vehicle Taxes	\$ 2,850,099
Land Transfer	\$ 198,625
Local Option Sales Tax	\$ 804,695
Occupancy Tax	\$ 852,000
Other Intergovernmental Revenues	\$ 906,347
Building Permits & Fees	\$ 97,000
Lease purchase proceeds	\$ 74,000

Other Revenues	\$ 22,900
Transfer In from Capital Reserve Fund	\$ 29,842
Total General Fund Revenues	\$ 5,835,508

SECTION II. CAPITAL RESERVE FUND

Appropriations Authorized:

Transfer OUT to General Fund to Supplement FY 14-15 Capital Projects (Street Improvements)	\$ 29,842
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Revenues Anticipated:

Transfer IN from General Fund for "Canal and Channel Maintenance"	\$ 20,000
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EXISTING CAPITAL RESERVE FUND BALANCE **\$ 5,160**

SECTION III. CEMETERY FUND

Appropriations Authorized:

Cemetery Maintenance and Beautification	\$ 11,180
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Revenues Anticipated:

Transfer from Cemetery Fund-Undesignated Fund Balance (UFB)	\$ 10,180
Proceeds from Sales of Cemetery Plots	\$ 1,000

TOTAL FY 14-15 CEMETERY FUND REVENUES **\$ 11,180**

EXISTING CEMETERY FUND-UFB BALANCE(as of 5/31/14) **\$ 50,792**

SECTION IV. TAX RATE ESTABLISHED

There is hereby levied a property tax of twenty-two cents (\$0.22) on each one hundred dollars (\$100) valuation of real and personal taxable property in the Town of Southern Shores, as listed for taxes as of January 1, 2014 by the Dare County Tax Department, for the purpose of raising revenue included in "Property Taxes – Current Year" and "Vehicle Taxes – Current Year" in the General Fund, being Section I. B. of this Ordinance.

The rate of tax is based on an estimated total valuation of real and personal property for the purpose of taxation of \$1,267,050,698 and an estimated collection rate of 99.65%. The estimated rate of collection is based on the fiscal year 2012-2013 collection rate pursuant to NCGS §159-13(b)(6).

SECTION V. EXPENDITURES

All expenditures must be made in accordance with governing North Carolina General Statutes and adopted Town policies regarding purchasing and bidding as last updated by the Town Council on April 1, 2014. Notwithstanding, the Budget Officer is hereby authorized to expend funds consistent with the governmental functions and amounts shown as appropriated and to execute such documents necessary for same. Notwithstanding current Town policies regarding purchasing and bidding, the Budget Officer is also hereby authorized to execute documents for the following items or services in accordance with the specific appropriations established by this Ordinance or as the budget may be amended during the fiscal year:

1. multi-year lease, lease-purchase, or purchase of vehicles and equipment.

Notwithstanding current Town policies regarding purchasing and bidding, the Budget Officer is also hereby authorized to execute documents for the following items or services in accordance with the specific appropriations established by this Ordinance or as the budget may be amended during the fiscal year:

2. contracting services for Council-approved capital street improvement projects

SECTION VI. CAPITAL RESERVE FUND EXPENDITURES

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

SECTION VII. CAPITAL PROJECT AND FUND ESTABLISHED [NCGS §159-13.2(b); §159-26(b)(6)]

Pursuant to authority granted in NCGS §159-13.2(b), the Town Council did heretofore (Budget Ordinance adopted for FY 2013-2014) establish a *Capital Project* as defined in NCGS §159-13.2(a)(1) and a *Capital Project Fund* within the meaning of NCGS §159-26(b)(6).

The Capital Project, known as the "Canal Dredging Project Phase II", was established for the primary purpose of removing remaining accumulated spoil material from the submerged bottoms of Town-owned recreational and navigable canals located throughout the Town. Also included in the Capital Project was the secondary purpose of constructing improvements to buildings (or new construction) at the Town Hall complex. After completion of all Capital Project work, debt financing for the Capital Project shall continue to be paid back over a seven (7) year period following date of original loan closing. Total debt service payments are anticipated at \$243,000 annually. This Capital Project and Capital Project Fund will continue to exist until all related debt is satisfied.

SECTION VIII. LEASE REVENUES

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

SECTION IX. BUDGET OFFICER LINE TRANSFER AUTHORIZATION

The Budget Officer shall be authorized to re-allocate intra-departmental appropriations among the various objects of expenditures as he believes necessary for appropriate budget performance, and is also authorized to affect inter-departmental transfers including from a departmental contingency line, within the same Fund, not to exceed 10% of the appropriated monies for the Department whose allocation is reduced.

SECTION X. BUDGET OFFICER RESTRICTIONS

With exception of any cost of living adjustments as appropriated in this ordinance, no salary increases may be made without approval of the Town Council. Inter-fund transfers not established in this budget document may be accomplished only with the prior authorization of the Town Council.

SECTION XI. UTILIZATION OF BUDGET AND BUDGET ORDINANCE

This Ordinance and the Budget Document shall be the basis of the financial plan for the Town of Southern Shores, North Carolina Municipal Government during the fiscal year 2014-15. Copies of this Budget Ordinance shall be furnished to the Clerk of the Town Council and to the Budget Officer and Finance Officer, and is to be kept on file by them for their direction in the disbursement of funds.

ADOPTED this _____ day of _____, 2014.

Mayor Tom Bennett

ATTEST:

SEAL

Sheila Kane, Town Clerk