

Minutes Special Called Meeting June 24, 2016 8:00 AM

Mayor Pro Tem Lillian Holman called the meeting to order at 8:15 AM. Commissioners present were Ed Lane, Archie Aples, and Sid Eley. Others present were Town Manager Brandon Shoaf. Lillian Holman led the Pledge of Allegiance and Sid Eley held the prayer.

Motion by Sid Eley and seconded by Ed Lane, and passed 4-0 to approve the agenda as presented.

Scheduled Business Appointments

There were none.

Administrative Concerns

There were none.

Citizen Concerns

There were none.

Mayor Horace Reid entered the meeting and Mayor Pro Tem relinquished presiding over the meeting to him.

Continued Business

Brandon Shoaf presented the following FY 2016-2017 budget ordinance:

2016-2017 BUDGET ORDINANCE

BE IT ORDAINED by the Governing Board of the Town of Hertford, North Carolina:

SECTION 1: It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2016, and ending June 30, 2017:

Ad Valorem Taxes	\$547,110.00
State Shared Revenues	\$570,500.00
Investment Earnings	\$800.00
Sales & Services	\$303,020.00
Grant Revenues	\$17,500.00
Payments From Other Funds	\$120,390.00
Miscellaneous	\$21,500.00
Fund Balance	<u>\$100,000.00</u>
	\$1,680,820.00

SECTION 2: The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2016, and ending June 30, 2017:

Administration Department	\$251,038.00
Police Department	\$667,112.00
Fire Department	\$207,051.00
Street Department	\$347,908.00
Sanitation Department	\$115,615.00
DMV-License Plate Agency	\$47,781.00
Cemetery Department	\$25,500.00
Planning/Main Street Department	\$18,815.00
Contingency	<u>\$0.00</u>
	\$1,680,820.00

SECTION 3: It is estimated that the following revenues will be available in the Water and Sewer Fund for the Fiscal Year beginning July 1, 2016, and ending June 30, 2017:

Charges for Services	\$1,221,100.00
Tap Fees	\$39,500.00
Interest Earned	\$0.00
Grant Revenue	\$0.00
Winfall Charges	\$75,000.00
Miscellaneous	\$1,500.00
Fund Balance	<u>\$0.00</u>
	\$1,337,100.00

SECTION 4: The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the Fiscal Year beginning July 1, 2016, and ending June 30, 2017:

Water Department	\$511,270.00
Wastewater Collection Department	\$157,046.00
Wastewater Treatment Department	<u>\$668,784.00</u>
	\$1,337,100.00

SECTION 5: It is estimated that the following revenues will be available in the Electric Fund for the Fiscal Year beginning July 1, 2016, and ending June 30, 2017:

Charges for Services	\$2,842,570.00
Connect/Disconnect Fees	\$50,000.00
Other Operating Fees	\$275,000.00
Fund Balance Appropriated	<u>\$0.00</u>
	\$3,167,570.00

SECTION 6: The following amounts are hereby appropriated in the Electric Fund for the operation of the electric utility for the Fiscal Year beginning July 1, 2016, and ending June 30, 2017:

Administration	\$289,186.00
Cost of Power	\$2,387,670.00
Electric Operations	\$178,813.00
Loans	\$19,500.00
Non-Departmental	\$292,034.00
Contingency	<u>\$0.00</u>
	\$3,167,570.00

SECTION 7: there is hereby levied a tax at the rate of forty-seven cents (\$0.47) per one hundred dollars (\$100) valuation of the property as listed as of January 1, 2016, for the purpose of raising the revenue listed as Ad Valorem Taxes in the General Fund in Section 1 of this ordinance. This rate is based on a total estimated valuation of property for the purposes of taxation of \$118,318,389 and an estimated rate of collection of 92.33% for real property and 95% for motor vehicles. This estimated rate of collection is based on the fiscal year 2014-2015 audited collection rate and an average of the last three years' reported collection rates.

SECTION 8: The Town Manager (Budget Officer) is hereby authorized to transfer appropriations as contained herein under the following conditions:

- A. He may transfer amounts up to \$3,000 between line-item expenditures within a department with an official report of such transfers being given at the next regular meeting of the Board of Commissioners.
- B. He may transfer amounts up to \$1,000 between departments of the same fund with an official report of such transfers being given at the next regular meeting of the Board of Commissioners.
- C. He may not transfer any amounts between funds or from any contingency appropriation within any fund, except as approved by the Governing Board in the budget ordinance as amended.
- D. Capital Purchases in excess of \$5,000 shall first be approved by the Town Council, and registered as a fixed asset.

- E. Purchases between \$500 and \$5,000 shall be recorded on an internal inventory managed by the Town Clerk.

SECTION 9: Copies of this Budget Ordinance shall be furnished to the Finance Officer and to the Budget Officer of this Town to keep on file by them for their direction in the disbursements of funds.

Motion by Sid Eley and seconded by Archie Aples, and passed 5-0 to adopt the FY 2016-2017 Budget Ordinance as presented.

New Business

Motion by Lillian Holman and seconded by Archie Aples, and passed 5-0 to approve the following resolution to declare surplus – 2007 Ford Crown Victoria Patrol Car.

Resolution to Declare Surplus Property

**of the Town of Hertford
Resolution No. 6-24-16-01**

Whereas, the Town of Hertford is authorized by North Carolina General Statute (NCGS) 160A-266 to dispose of real or personal property belonging to the city by public auction and,

Whereas, there exists in the Police Department a 2007 Ford Crown Victoria with 78,000 miles, VIN 2FAFP71W77X113933, belonging to the Town of Hertford which has been deemed a total loss by the Town's Insurance provider, and as such is surplus to the needs of the Town and,

Whereas, NCGS 160A-270 describes the procedure to be followed to affect such sale,

Now therefore be it resolved by the Town Council of the Town of Hertford that the Town Manager or his designee shall dispose of this vehicle in the manner required by law for such property.

Motion by Sid Eley and seconded by Archie Aples, and passed 5-0 to not have a work session in July since the regular scheduled work session would fall on July 4th.

Motion by Sid Eley and seconded by Lillian Holman, and passed 5-0 to adjourn the meeting.