

**Town of Kill Devil Hills, North Carolina**  
**Adopted Budget Ordinance**  
**For the Fiscal Year 2016-2017**

Budget Ordinance Number 15-18

**BE IT ORDAINED** by the Honorable Mayor and Board of Commissioners of the Town of Kill Devil Hills, North Carolina:

**Section 1.**

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, in accordance with the chart of accounts heretofore established for this town:

Administration	\$ 955,102
Administration – Buildings and Grounds	1,320,136
Administration – Beach Nourishment	2,588,132
Finance and Taxes	1,270,781
Finance – Management Information Systems	357,560
Finance – Fleet Maintenance	372,062
Planning and Development	754,263
Police	3,007,524
Police – Animal Control	149,077
Fire – Station 14	2,237,956
Fire – Ocean Rescue	539,307
Public Works – Streets	1,259,103
Public Works – Powell Bill	240,000
Public Works – Solid Waste	2,264,812
	<u>\$ 17,315,815</u>

It is estimated that the following revenues will be available to the General Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Ad valorem taxes	\$ 8,483,189
Tax penalties and interest	8,000
Other taxes and licenses	5,445,762
Unrestricted intergovernmental revenues	950,300
Restricted intergovernmental revenues	240,000
Permits and fees	253,400
Sales and services	69,540
Investment earnings	130,500
Other revenues	31,300
Cost Allocation - Water Fund	377,883
Contribution from CRF Beach Nourishment	1,166,232
Undesignated Fund Balance Appropriated	159,709
	<u>\$ 17,315,815</u>

**Section 2.**

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Reserved for future projects – Streets	\$ 420,000
Reserved for future projects – Sidewalk	100,000
Reserved for future projects – Beach Nourishment	1,289,514
	<u>\$ 1,809,514</u>

It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Transfer from General Fund to Street Construction CRF	\$ 420,000
Transfer from General Fund to Sidewalk Construction CRF	100,000
Transfer from General Fund to Beach Nourishment	1,289,514
	<u>\$ 1,809,514</u>

**Section 3.**

The following amounts are hereby appropriated in the Communications Special Revenue Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Operations	\$ 13,000
Reserved for future projects – Communications	102,500
	<u>\$ 115,500</u>

It is estimated that the following revenues will be available in the Communications Special Revenue Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Investment earnings	\$ 8,000
Rental Income	107,500
	<u>\$ 115,500</u>

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**Section 4.**

The following amounts are hereby appropriated in the Water Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Water Administration	\$ 708,688
Water Treatment Plant	1,367,277
Water Systems	1,176,517
Cost Allocation - General Fund	377,883
	<u>\$ 3,630,365</u>

It is estimated that the following revenues will be available in the Water Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Water sales	\$ 3,452,859
Taps and connections	30,000
Interest on investments	90,000
Miscellaneous revenues	25,000
Retained earnings appropriated	13,756
Wastewater Debt repayment	18,750
	<u>\$ 3,630,365</u>

**Section 5.**

The following amounts are hereby appropriated in the Wastewater Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Wastewater System	\$ 220,230
	<u>\$ 220,230</u>

It is estimated that the following revenues will be available in the Wastewater Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Wastewater charges	\$ 201,660
Taps and connections	6,570
Initial hook-up fees	12,000
	<u>\$ 220,230</u>

**Section 6.**

There is hereby levied a tax at the rate of .3809 per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2016, for the purpose of raising the revenue listed as "Taxes - Current Year" in the Annual Budget Estimate-Revenue section of this proposed budget.

The rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$2,100,607,337 and an estimated collection rate of 99.37 percent.

There is hereby levied an additional tax at the rate of .33 per one hundred dollars (\$100) valuation of property listed in the Municipal Service District (MSD) for taxes as of January 1, 2016, for the purpose of raising the revenue listed as "Taxes - Municipal Service District" in the Annual Budget Estimate-Revenue section of this proposed budget.

The rate of tax is based on an estimated total valuation of property in the Municipal Service District for the purpose of taxation of \$171,429,660 and an estimated collection rate of 99.37 percent.

**Section 7.**

The budget officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- A. He/she may transfer amounts between objects of expenditure (line item) within a department without limitation and without a report being requested.
- B. He/she may not transfer any amounts between departments of the same fund with the following exceptions:
  1. Amounts may be transferred between the following departments:  
Administration  
Administration - Buildings and Grounds  
Administration - Beach Nourishment
  2. Amounts may be transferred between the following departments:  
Finance  
Finance - Management Information Systems  
Finance - Fleet Maintenance

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3. Amounts may be transferred between the following departments:  
     Police  
     Police - Animal Control
  
4. Amounts may be transferred between the following departments:  
     Fire – Station 14  
     Fire - Ocean Rescue
  
5. Amounts may be transferred between the following departments:  
     Public Works - Streets  
     Public Works - Solid Waste
  
6. Amounts may be transferred between the following departments:  
     Water Administration  
     Water Plant  
     Water Systems

These departments are accounted for individually for reporting purposes. However, only one department head presides over Administration; one over Finance; one over Police; one over Fire; one over the Public Works Division and the Utilities Division, as the Public Services Department. Transfers between a single department head's programs may become necessary and may be expended through approval by the budget officer. Any such transfers shall be reported to the governing board at its next meeting and shall be entered into the minutes.

- C. He/she may not transfer any amount between funds or from any contingency appropriation within any fund.

**Section 8.**

The budget is presented in object of expenditure (line item form) for detail purposes only. The budget is adopted on a departmental appropriation basis.

**Section 9.**

Fees. (Non-refundable)

Charges for services and fees by town departments, excluding those established by state statute, are levied in the amounts set forth in the attached fee schedule (see attachment 1).

**Section 10.**

**Water Rates**  
**Quarterly Minimum Charge for the**  
**First 5,000 Gallons**

Meter Size	Rate
5/8 inch	\$ 59.00
1 inch	108.00
1 ½ inch	248.00
2 inch	461.00
3 inch	887.00
4 inch and up	1,679.00

**Commodity Rate**  
**(Per 1,000 Gallons)**

Gallonge	Kill Devil Hills Customers	Out of Town Customers <sup>1</sup>
6,000 – 40,000	\$ 6.75	\$ 7.25
41,000 – 250,000	7.25	7.75
251,000 – 1,000,000	7.75	8.25
1,001,000 and over	8.25	8.75

<sup>1</sup> The basic 5/8 inch meter rate for Out of Town customers is \$71.00 for the first 5,000 gallons and the commodity rate shown here.

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**Surety Deposits**

Meter Size	Rate
5/8 inch	\$ 100.00
1 inch	200.00
1 ½ inch	350.00
2 inch	550.00
3 inch	1,100.00
4 inch and up	2,200.00
Hydrant Meter	1,000.00

**Tap Fees**  
**(Installation Charges)**

Meter Size	Fee
5/8 inch	\$ 909.00
1 inch	1,214.00
1 ½ inch	3,061.00 **
2 inch	3,483.00 **
3 inch and up	***

\*\* Additional fees apply if a Road Bore is needed  
 \*\*\* Cost (materials, labor, equipment, engineering, etc.)

Water meter service size shall be determined by the Public Service Director or his/her designee based on American Waterworks Standards.

**Initial Hook-up Fees**

\$4,000 per 5/8 inch or 5/8 inch equivalent meter unit. An "equivalent meter unit" shall equal one 5/8 inch initial connection fee charges as follows:

Single Family Residence - one 5/8 inch initial hook-up fee per unit.

Multifamily -

1. Condos, townhouses, cottage courts, apartments, duplexes, mobile homes and other types of multifamily units – one initial hook-up fee per habitable unit.

2. Hotel, motels and campgrounds, assisted living, and nursing homes – one initial hook-up fee per each habitable unit or one initial hook-up fee per every three units.

3. Commercial:

- a. Laundries – one initial hook-up fee for every five machines.
- b. Restaurants – one initial hook-up fee for every twenty seats whether inside or outside of the building.
- c. Car washes – one initial hook-up fee for every two stalls.

Other – Should a potential water use not be included in the list above then the initial hook-up fee shall be based upon the rate of an additional \$2,000 for each ½ inch or any part thereof, increased size over 5/8 inch. Fees are as follows:

1" Meter. . . . .	\$ 6,000	3" Meter. . . . .	\$ 14,000
1-½" Meter. . . . .	8,000	4" Meter. . . . .	18,000
2" Meter. . . . .	10,000	6" Meter. . . . .	26,000

Miscellaneous Fees – are levied in the amounts set forth in the attached fee schedule (see attachment 2).

**Section 11.**

**Wastewater Rates**  
**Quarterly Minimum Charge for the**  
**First 4,000 Gallons**

Minimum (0-4,000 Gallons). . . . .	\$ 72.00
Commodity rate (Per 1,000 Gallons) . . . . .	17.70
Surety deposits (Double the quarter minimum) . . . . .	144.00
Connection Fee (All meter sizes). . . . .	1,095.00
Impact Fee (based on design flow). . . . .	13.50/gal
Reconnection Fee (for non-payment of application). . . . .	50.00
Penalty – 10 percent (late payment of bills)	

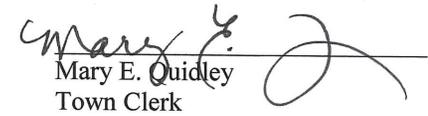
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**Section 12.**

Copies of the Budget Ordinance shall be furnished to the Budget Officer, the Finance Officer and the Tax Collector for direction in the carrying out of their duties.

I, Mary E. Quidley, Town Clerk of the Town of Kill Devil Hills, do hereby certify that the foregoing entitled KILL DEVIL HILLS BOARD OF COMMISSIONERS BUDGET ORDINANCE FOR THE FISCAL YEAR 2016-2017 was placed in the Town Code on the 30<sup>th</sup> day of June, 2016, at 4:00 o'clock P. m.

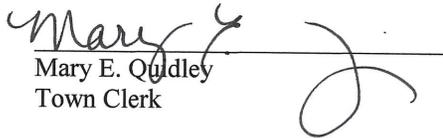
Adopted this 22<sup>nd</sup> day of June, 2016, upon motion by Commissioner Hogan, seconded by Commissioner Rieubotton, the KILL DEVIL HILLS BOARD OF COMMISSIONERS BUDGET ORDINANCE FOR THE FISCAL YEAR 2016-2017 was passed by a vote of 5 in favor and 0 opposed.

  
Mary E. Quidley  
Town Clerk

  
Sheila F. Davies  
Mayor



ATTEST:

  
Mary E. Quidley  
Town Clerk

APPROVED AS TO FORM:

  
Steven D. Michael  
Town Attorney

General Fund - Fee Schedule (Non-refundable)

Attachment 1

**Development Review Fees**

Additions for existing single-family and duplex dwellings (less than 50% of the value of the structure). Heated space only.	\$75 per addition.
Additions for existing single-family and duplex dwellings (less than 50% of the value of the structure) and accessory structures to single-family and duplex dwellings (excluding pools and hot tubs). Unheated space only.	Exempt from the development review fee schedule provided it is in compliance with the National Flood Insurance Program and Dare County Health Department. A building permit shall be required with appropriate building permit fees paid.
New or substantially improved one and two family dwellings.	\$150 per unit up to 3,000 square feet. Structures over 3,000 square feet is \$150 plus 5 cents for each additional square foot over 3,000 (heated space).
Commercial, warehouse, motel, hotels, multi-family dwellings, condominiums, townhouses and apartment buildings. Heated space only.	50 cents per square foot, minimum fee of \$150
Commercial, warehouse, motel, hotels, multifamily dwellings, condominiums, townhouses and apartment buildings. Unheated space only.	30 cents per square foot, minimum fee of \$150
Commercial parking spaces; commercial, business and multi-family accessory parking areas excluding single-family residences.	This fee is in addition to required review fees - \$20 per space
All other new development not included elsewhere in the fee schedule excluding open decks and walkways.	30 cents per square foot, minimum fee of \$150
Lots in proposed subdivision.	\$100 per lot
Exempt plat fees.	\$150 each
Review for private development of public right of way.	\$150 each
Inspection prior to moving a structure.	Within town - \$100 each Outside town - \$250 each
Administrative Site Plan Review fee.	\$150 each
Certificates of Appropriateness Review fee.	\$50 each
Conditional Use Application - Multi-family Dwellings, Workforce Housing, Wastewater Treatment Facilities, Planned Unit Development, Body Piercing and Sexually Oriented Businesses	\$250 in addition to required review fees
Conditional Use Application - Private Lifeguard Services, Outer Recreational Activities, Wind Turbine, Event Gardens and Outdoor Dining Areas	\$200 in addition to required review fees
Conditional Use Application - All others not previously listed	\$150 in addition to required review fees

1 Subject to NC sales tax

General Fund - Fee Schedule (Non-refundable)

Attachment 1

**Building Permit Fees.** Prior to the issuance of any permit, all building permit fees shall be paid, along with all other required town fees. All permits shall be consistent with the North Carolina Uniform Building Code.

All new structures and additions including covered decks and all structures moved within or into town, excluding those structures relocated on the same lot. This fee includes plumbing, electrical and mechanical permits in one joint permit.	Residential heated space - 75 cents per square foot, Residential unheated space - 40 cents per square foot, Commercial heated and unheated space - 80 cents per square foot, minimum fee of \$150.
Piers, bulkheads, open decks, new roofs and any activity which requires a building permit not addressed in this schedule.	\$150 each
Fences, demolition and land disturbance.	\$100 each
Certificate of Occupancy	\$50 each
Signs	\$100 per sign
Banners	\$50 each
Renovation/remodeling and relocation (on same lot) of existing structures without a change in the footprint including electrical, plumbing and/or mechanical upgrades.	45 cents per square foot, minimum fee of \$100
Electrical permits, plumbing permits, mechanical permits.	\$150 each
Pool and hot tub	\$200 each
Accessory use structure (excluding pools, hot tub and heated space).	Residential - 30 cents per square foot, minimum fee of \$100 Commercial - 45 cents per square foot, minimum fee of \$150
Temporary poles, phone booths and CATV amplifiers.	\$50 per installation
Re-inspection fee for all required re-inspections.	\$100 each
Homeowner recovery fee.	\$10
Temporary Electric service (prior to occupancy).	\$100 per unit
A penalty fee shall be charged for starting work without a permit.	Amount equal to the permit fee in addition to the permit fee.
Driveway Permit	\$50 each

**Miscellaneous Fees.** Miscellaneous fees shall include but not be limited to the following

Cook Book - \$5.00 to McCown Scholarship Fund, \$20.00 Subject to NC sales tax	\$25.00
License plates (regular) <sup>1</sup>	\$1.00
Sunshine list	\$10.00
Windsock <sup>1</sup>	\$8.43
Animal adoption fee	\$10.00
Animal shelter boarding fee – per day	\$50.00
Dog tag fee; male or female intact, or without proof of being spayed or neutered	\$5.00

<sup>1</sup> Subject to NC sales tax

General Fund - Fee Schedule (Non-refundable)

Attachment 1

**Miscellaneous Fees (con't)**. Miscellaneous fees shall include but not be limited to the following

Dog tag fee (issuance) with proof of being spayed or neutered	\$2.50
Dog tag fee (replacement tags)	\$2.50
Rabies inoculation	\$7.00
Comprehensive Annual Financial Report <sup>1</sup>	\$25.00
Copies B/W <sup>1</sup>	6 cents per page
Copies Color <sup>1</sup>	9 cents per page
Copies (Large format sheets 18" and above) B/W <sup>1</sup>	\$5.00 per sheet
Copies (Large format sheets 18" and above) Color <sup>1</sup>	\$50.00 per sheet
Photography Copies - Printed	\$2.00 per sheet
Photography Copies - Digital	\$10 per CD
Video copy fee <sup>1</sup>	Actual cost of media
Return check fee	\$25.00
Town Budget <sup>1</sup>	\$25.00
Fingerprint Fee	\$10.00
Police or accident reports	\$5.00
Precious Metals: NC 66-165	
Annual Permit fee	\$180.00
Employee permit (initial)	\$10.00
Employee permit (renewal)	\$3.00
Taxi cab companies application review fee	\$50.00
Taxi cab driver permit	\$15.00
Taxi cab driver renewal fee	\$5.00
Business Registration Fee	\$25.00
Application for Town Code Amendment	\$250.00
Application to Board of Adjustment (Variances and Appeals)	\$300.00
Daycare, retirement daycare, adult daycare inspection fee (annual or initial)	\$100.00
Town Code book <sup>1</sup>	\$125.00
Zoning Ordinance (small map included) <sup>1</sup>	\$20.00
Zoning compliance letters	\$75.00

<sup>1</sup> Subject to NC sales tax

General Fund - Fee Schedule (Non-refundable)

Attachment 1

**Miscellaneous Fees (con't)**. Miscellaneous fees shall include but not be limited to the following

Beach Driving Permit - Seasonal	\$25.00
Beach Driving Permit - Short-term (up-to-14-day time period)	\$10.00
Commercial dumpster container <sup>1</sup>	Cost plus \$75 administrative fee
Commercial dumpster lid for baker containers <sup>1</sup>	\$45.00
Commercial dumpster lid rod and hardware <sup>1</sup>	\$18.00
Commercial dumpster lid limiters <sup>1</sup>	\$50.00
Residential refuse containers (new and replacement) <sup>1</sup>	\$100.00
Residential refuse containers (overflow - winter only) <sup>1</sup>	Cost plus 10% administrative fee
Residential refuse container replacement axle <sup>1</sup>	\$10.00
Residential refuse container replacement lid <sup>1</sup>	\$25.00
Residential refuse container replacement wheel <sup>1</sup>	\$10.00

<sup>1</sup> Subject to NC sales tax

Water Fund - Fee Schedule

Attachment 2

**Miscellaneous Fees**

Turn off fee (winterizing)	\$25.00
Administrative service penalty (non-payment)	\$50.00
Reconnect fee (non-payment of application)	\$50.00
Re-read fee/in-house calibration (if nothing is wrong with the meter)	\$25.00
Return check fee	\$25.00
Locks	\$100.00
Angle Valve (includes lock)	\$250.00
Coppersetter (includes lock and angle valve)	\$350.00
Meter – 5/8" (includes lock, angle valve and coppersetter)	\$500.00
Drop in Fee (existing tap but no meter)	Cost of materials plus 25%
Radio-Read Adapter	\$150.00
Meter Box and/or Lid (5/8" and 1")	\$100.00
Service Line	\$100.00
Penalty – (late payment of water bill)	10 percent

Distribution System – any damage to our Distribution System (meters larger than 5/8", hydrants, water mains, main line valves, fire hydrants, etc. - the fee will be a total of actual costs for labor, materials, equipment, water loss, plus an administrative charge equal to 25 percent of the costs for labor, materials, equipment and water loss).

1 Subject to NC sales tax