

Town of Kitty Hawk

# FY 2023-24 BUDGET



*Honoring our past and preparing for our future*





**Elected Officials:**

Mayor  
Mayor Pro Tem  
Councilwoman  
Councilwoman  
Councilman

D. Craig Garriss  
Jeff Pruitt  
Lynne McClean  
Charlotte Walker  
David Hines

**Leadership Team:**

Town Manager  
Administrative Services Director  
Finance Director  
Fire Chief  
Planning & Inspections Director  
Interim Police Chief  
Public Works Director  
Town Clerk

Melody Clopton  
Laura Walker  
Liliana Noble  
Mike Talley  
Rob Testerman  
James Helms  
William Midgett  
Lynn Morris

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May 1, 2023

Honorable Mayor, Town Council and Citizens  
Town of Kitty Hawk, North Carolina

In accordance with Section 159-11 of the North Carolina General Statutes it is my privilege to present for your review and consideration the FY 2023-2024 balanced budget for the Town of Kitty Hawk. This document represents months of work by dedicated staff and reflects revenues estimates and expenditures based upon an ongoing review of operations.

### **Summary**

In the current fiscal year, the Town has undergone changes in both the areas of leadership and project focus. As we begin the fiscal year 2023-2024, our Town is in a strong position to actively serve our citizens and achieve our goals. The Town staff are resilient and have never been more effective as a team. The Town's fiscal philosophies and practices also have us starting the year in excellent financial health. While our Town is doing a good job, in 2023-2024 it is our intention to seek opportunities to professionally exceed the expectations of our citizens and visitors.

Honoring our past while planning for our future is this year's budget theme. The work on our Land Use plan update has shown that our citizens want to preserve our small town and enjoy the recreational amenities that make Kitty Hawk unique. Our focus is to maintain and enhance services while continuing our village feel.

One area of focus in this budget is Emergency Management preparation for our Town staff and constituents. We will be further developing our Emergency Management plan. This will involve staff training and preparedness exercises as well as adding equipment that will better ensure the safety and health of staff, residents, and visitors during an emergency event.

Training and development for staff is also a strong focus. Our goal is to continue to provide training opportunities to ensure service excellence and provide a clear path to success in leadership for Town staff. It is also a goal to increase opportunities for staff involvement in the community with the end goal of enhancing community safety.

The FY 2023-2024 Budget continues to focus on maintaining competitive staff pay within ten percent of the market. A 6.5 percent market pay plan adjustment for all staff and an additional one step increase for Public Safety positions are funded in this budget. In addition, in this fiscal year, the Town will be developing a mission statement and goals that will be instrumental in formulating an effective Merit pay program for the future.

The Town is fortunate to have an engaged Recreation Committee that is exploring recreational opportunities that highlight and expand the recreational opportunities in the Town's parks and

trails. The budget includes funds to help move some of these projects forward and prepares for the upcoming NCDOT multi use path project in an upcoming fiscal year.

The proposed budget recommends total revenues in the amount of \$ 11,519,710. The revenues projected for the 2023-2024 budget year have been projected conservatively, using data from the state, the NC League of Municipalities and Dare County. The current projections result in funds being assigned for current and future projects and will minimize continued large additions to the unassigned fund balance.

The proposed budget is balanced and requires no funds from the unrestricted fund balance to balance the budget. It also does not affect the Town's \$3,500,000 emergency fund. The proposed budget was prepared responsibly and conservatively to ensure accountability to the taxpayers of Kitty Hawk. The budget requires no increase in property tax and is balanced with total revenues and expenditures of \$11,519,710.

**Budget Highlights:**

- No tax increases.
- Utilizes no unrestricted fund balance to balance operating expenditures.
- No increase in staffing levels.
- Pay plan adjustment for all positions and an additional one-step increase for Public Safety.
- Overall increase in Town Health Insurance contributions 3.99%; using rebate to cover health premiums to keep employee premiums flat.
- Capital reserve funding for future firetruck, boardwalks and dock repair, Town parks and recreation, modest public works building addition, beach nourishment projects and public safety equipment and vehicles.
- Updating Town's vehicle retention policy to reflect eight (8) years and/or 80,000 miles and define fire truck recommended maximum useful life as twenty-five (25) years. Prior to replacing any vehicle it will be evaluated to determine useful life remaining.
- Establishment of an Emergency Management line item under the Fire Department budget. This line item will be used to purchase relevant equipment and provide training opportunities to enhance the Town's Emergency Management Services.
- Creates a contingency fund for unexpected expenditures.

## General Fund

The General Fund provides the necessary funding for the operations of Public Safety (Police and Fire Departments, as well as Ocean Rescue), Town Council, Administration, Finance, Planning & Inspections as well as Public Works. The General Fund can primarily be separated into four major spending categories. These categories include:

- Personnel
- Departmental Operating Expenses
- Capital Purchases
- Beach Renourishment

### Personnel

Our employees are the Town's most valuable resources. The Town continues to utilize the Grade and Step based Pay and Classification plan. After reviewing pay increase information from surrounding Towns, to maintain competitiveness, the proposed budget includes a 6.5% pay plan adjustment and an additional one-step increase for our public safety positions, which are the most market sensitive.

Based on a positive claims history, the Town will only experience a 3.99% increase in Health Insurance premiums against a budgeted 10% increase. Based on our claim's history, we will also be receiving a rebate of at least \$26,000. We will use these funds to cover the increase to employee paid premiums. This will allow the employee premiums to remain the same as in the previous fiscal year.

There are two proposed classification changes included in this year's budget, both in Public Works.

- Create a new **Public Works Crew Leader** position and move one existing Public Works Technician to this role. The proposed Grade would be 57 on the Town's pay scale. This action does not change the employee position count.
- Create a **Public Works Technician II** position. This position would require certain certifications and provide an opportunity for a Public Works Technician who gains additional skills and certifications to move up on the Town's pay scale. The Public Works Technician II would be Grade 56 on the Town's pay scale. This action also does not change the employee position count.

A summary of full-time, part-time, and seasonal positions is provided below.

<b>Budgeted</b>	<b>Full-Time</b>	<b>Part-Time</b>	<b>Seasonal</b>	<b>Total</b>
FY 20/21	48	7	14	69
FY 21/22	48	7	14	69
FY 22/23	48	7	14	69
FY 23/24	48	7	14	69

### **Operating Expenditures**

Operating expenditures provide the means necessary for each Department within the Town to carry out the day-to-day services provided to Town residents. These expenses are reviewed thoroughly each year by Town Department Heads and management to ensure accountability and operational efficiency. Operational cost highlights in the FY 2023-2024 budget by Department include:

#### ***Administrative Services***

- Funding for LaserFiche Document Storage software

#### ***Finance Department***

- None

#### ***Non-Departmental***

- Establishment of organization wide Training and Development budget to be used for Town wide training and organizational development opportunities
- Creation of a contingency line item for emergency or unforeseen expenditures

#### ***Ocean Rescue***

- Replacement of 2012 Chevrolet Pick Up Truck

#### ***Planning and Inspections***

- Implementation Flood Plain Management Software

#### ***Police Department***

- Replacement of 3 vehicles
- Purchase of vehicle equipment and radios

***Public Works***

- Creation of 2 new Position Titles – Public Works Crew Leader and Public Works Technician II
- Repairs to Town Boardwalks and Docks
- Purchase of additional crosswalk signs
- HVAC Contract Town Wide

***Town Council***

- No highlights

***Recreation Committee***

- Trail and Recreational Opportunity Development

**Capital Reserve Overview**

The Capital reserve consists of funds that have been set aside in previous budget years for specific future capital purchases. These reserves are “banked” funds and can be utilized when needed to fund capital projects. The largest makeup of the capital reserve are funds that have been collected and set aside for Beach renourishment.

***Capital Outlay Expenditures and Funding***

This budget continues to plan for critical capital purchases that account for \$953,900 of total budget expenditures. These expenditures include current year purchases and future reserve funding.

The capital purchases included in the FY 2023-2024 budget consists of the following:

**Capital Purchases in FY 2023-2024**

- Document Scan and Storage Software Implementation - \$20,000
- Police Vehicle Replacement (3) - \$129,000
- Police Vehicle Equipment - \$109,400
- Self-Contained Breathing Apparatus \$100,000
- Fire Equipment for Daily Use - \$30,000
- Ocean Rescue Vehicle Replacement - \$50,000
- Street Resurfacing (Powell Bill Funds) - \$130,000

**FY 2023-2045 Capital Reserve Funding (Funds being set aside for future years):**

- Town Parks and Recreational Development - \$30,000
- Future Sidewalk Project – HWY 158 - \$25,000
- Boardwalk and Dock Repairs - \$50,000
- Upgrade to Public Works Building - \$25,000
- HVAC Replacement – Fire Station - \$10,000



- Dump Trailer Replacement - \$10,000
- Replacement of Backhoe - \$8,000
- In car Police Radios - \$12,000
- Police Vehicle Replacement \$20,000
- Replacement of Fire Truck - \$200,000
- Fire Radio Replacement - \$6,500
- Land Use Plan Update - \$3,000

The current chart summarizes the Capital reserve available for future projects:

CAPITAL RESERVE FUND BALANCE						
RESERVE FUND -21						
Department	Description	Actual FY 21-22	Projected FY 22-23	FISCAL YEAR 2023-2024		
				Transfer in	Transfer Out	Ending Balance
4100	IT Development	49,071	49,071	-		49,071
4100	Phone System Replacement	35,000	13,000	-		13,000
4100	Document Imaging System	20,000	20,000	-	(20,000)	-
4270	Board Walks and Dock Repairs	34,000	44,000	50,000	-	94,000
4270	Future Sidewalk US 158	254,000	264,000	25,000	-	289,000
4270	Town Park & Recreation Develop.	144,735	144,735	30,000	-	174,735
4270	HVAC Replacement at Fire Station	5,000	5,000	10,000	-	15,000
4270	Caterpillar Backhoe replacement	15,000	23,000	8,000	-	31,000
4270	Upgrade Public Works Building	-	-	25,000	-	25,000
4270	Dump Trailer Replacement	-	-	10,000		10,000
4310	Police Department Building	120,000	-	-	-	-
4310	Police in car- radios	-	-	12,000	-	12,000
4340	Fire Truck & Equipment	30,736	-	200,000	-	200,000
4340	800 mhz- Radio Replacements	-	-	6,500	-	6,500
4410	Storm Damage /Beach Nourish.	2,259,880	2,708,886	364,227	-	3,073,113
4910	Land Use Plan Update	20,000	-	3,000	-	3,000
Total		2,987,421	3,271,692	743,727	(20,000)	3,995,419

### Beach Renourishment Fund

In accordance with North Carolina General Statute funds collected and expended for the Beach Nourishment project must be accounted for as part of the Town's General Fund. The Beach Nourishment project was completed in 2017 and the first renourishment project was completed in 2022. Since the completion of these projects, the Town and property owners have continued to benefit from the stability these projects have provided. The Municipal Service District and Town-wide dedication is expected to remain in place to fund future beach renourishment projects.

The budget continues to dedicate 0.035 cents of the 0.30 cents town wide tax to the beach renourishment project. Properties located in the Municipal Service District will continue to pay an additional .10 cents that is restricted for expenditures related specifically for beach renourishment. The 2023-2024 Fiscal year budget reflects a transfer to the fund of \$364,227.

### **Police Station Fund**

After receiving an estimate that was way above budget for building a Police/EMS/Fire Bay on Town owned lots; Town Council made the decision to purchase the building that formally housed Regional Medical Center at 5200 N. Croatan Highway. In April, Town Council voted to assign \$2,500,000 to Police Station Fund 41 which already had an existing balance of \$1,356,025, bringing the balance to \$3,856,025. The Town is currently in the process of completing a design schematic that meets the needs of the department and the Town's financial requirements.

### **Financial Stability**

The FY 2023-2024 budget maintains the Emergency Fund in the amount of \$3,500,000 and in accordance with Council fund balance policy. The FY 2023-2024 budget does not utilize any of the Town's unrestricted fund balance for operating expenditures.

### **Conclusion**

In conclusion, it is my honor and privilege to present to you the proposed balanced budget document for FY 2023-2024. This document represents the culmination of hard work and planning put forth by Town staff to identify current and future needs and be fiscally responsible.

The Town remains in a strong financial position and continues to use its resources in a fiscally responsible manner. We are all looking forward to better serving our citizens in the coming fiscal year.

Respectfully,

A handwritten signature in dark ink, appearing to read "Melody C. Clopton". The signature is fluid and cursive, with the first name "Melody" and last name "Clopton" clearly distinguishable.

Melody C. Clopton

Town Manager, Town of Kitty Hawk

## Town of Kitty Hawk Budget Ordinance - FY 2023-2024

**BE IT ORDAINED** by the Town Council of the Town of Kitty Hawk, North Carolina that:

### GENERAL FUND BUDGET

**ESTIMATED GENERAL FUND REVENUES:** It is estimated that the following General Fund Revenues will be available during the fiscal year beginning July 1, 2023, and ending June 30, 2024, to meet appropriations approved by the Town Council herein:

Source	Amount
Ad Valorem Tax (\$.265)	\$3,865,429
Ad Valorem Tax (\$.035) Beach Nourishment	\$510,528
Ad Valorem Tax MSD (\$.10) Beach Nourishment	\$538,958
Prior Years Taxes	\$15,000
Penalties/Interest	\$6,000
Motor Vehicle Tax	\$195,000
Motor Vehicle Tax (\$.035) Beach Nourishment	\$25,755
Motor Vehicle Tax (\$.10) MSD	\$10,300
Local Option Sales Tax	\$1,909,736
Local Option Sates Tax – BN & MSD	\$230,264
Land Transfer Tax	\$446,911
Occupancy Tax	\$2,250,000
Beer and Wine Tax	\$15,000
Telecom Tax	\$14,500
Electric Utility Tax	\$415,000
Cable Franchise Tax	\$75,000
Piped Natural Gas Tax	\$4,500
PEG Channel Tax	\$25,700
Solid Waste Disposal Tax	\$3,000
Mixed Beverage Tax (ABC)	\$82,000
Building Permits	\$175,000
Homeowner Recovery Fee	\$1,200
CAMA Permits	\$2,000
Planning Permits and Fees	\$15,000
Board of Adjustment Fees	\$100
Site Plan Reviews	\$100
Sanitation Fees (Garbage Carts)	\$10,000
Powell Bill Allocation	\$119,297
Dept of Justice Asset Forfeiture Program	\$1,000
NCDOR Unauthorized Sub Tax Distribution	\$3,000
Dare County Sand Fencing	\$10,000



Source	Amount
Governor Crime Commission Grant	\$25,000
Dare County Payment to Obligation Bonds	\$221,346
County Court Fees	\$2,000
Code Enforcement Fines & Parking Violations	\$1,500
Fines and Forfeitures	\$250
Interest Earnings	\$150,000
Town Merchandise Sales	\$300
General Donations	\$1,000
Building Rentals	\$84,333
Sale of Surplus Property	\$10,000
Miscellaneous Revenue	\$15,000
Icarus International	\$3,000
Fund Balance Appropriated -Powell Bill	\$10,703
Transfer in from Capital Reserve Fund	\$20,000
<b>Total</b>	<b>\$11,519,710</b>

**GENERAL FUND APPROPRIATIONS:** The following amounts are hereby appropriated for the operation of the Town government and its activities for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Function	Budget
General Government	\$3,197,450
Public Safety	\$5,375,109
Transportation – Powell Bill	\$144,000
Sanitation	\$1,266,000
Beach Nourishment	\$1,537,151
<b>Total</b>	<b>\$11,519,710</b>

**CAPITAL RESERVE FUND BUDGET**

**ESTIMATED CAPITAL RESERVE FUND REVENUES:** It is estimated that the following Capital Reserve Fund Revenues will be available during the fiscal year beginning July 1, 2023, and ending June 30, 2024, to meet appropriations approved by the Town Council herein.

Function	Budget
Capital Reserve Appropriated	\$20,000
Transfer in from General Fund for Future Capital	\$369,500
Transfer in from General Fund Excess Beach Nourishment	\$364,227
<b>Total</b>	<b>\$753,727</b>

**CAPITAL RESERVE FUND APPROPRIATIONS:** The following amounts are hereby appropriated for the operation of the Capital Reserve Fund and its activities for the fiscal year beginning July 1, 2023, and ending June 30, 2024

Function	Budget
Transfer to General Fund	\$20,000
Reserves	\$733,727
<b>Total</b>	<b>\$753,727</b>

**TAX RATES ESTABLISHED:**

The following tax rates per hundred dollars valuation and collection rates are hereby levied on all real estate, corporate utilities, and personal property in the Town of Kitty Hawk as of January 1, 2023.

Town wide ad valorem tax rate is (0.265 cents)

Town wide beach nourishment tax is (0.035cts)

Municipal service district tax MSD tax is (0.10cts)

Town wide beach nourishment tax and municipal service tax are restricted for the beach nourishment purposes including debt payment on bonds issued for the beach nourishment.

Tax	Value	Tax rate	Levy	Collection rate	Budgeted Levy
Town wide ad valorem	1,467,457,158	0.265	3,888,761	99.4%	3,865,429
Town wide Beach Nourishment	1,467,457,168	0.035	513,610	99.4%	510,528
Municipal Service District	542,211,381	0.100	542,211	99.4%	538,958

A penny of property tax is projected to generate approximately \$146,746.

The following tax rates per hundred dollars valuation and collection levied on all vehicles in the Town of Kitty Hawk as levied by the North Carolina Department of Revenue throughout the fiscal year June 30, 2024:

Tax	Value	Tax rate	Levy	Collection rate	Budgeted Levy
Town wide motor vehicle tax	73,584,906	0.265	195,000	100%	195,000
Town wide BN motor vehicle tax	73,584,906	0.035	25,755	100%	25,755
Municipal Service District motor vehicle	10,300,000	0.100	10,300	100%	10,300

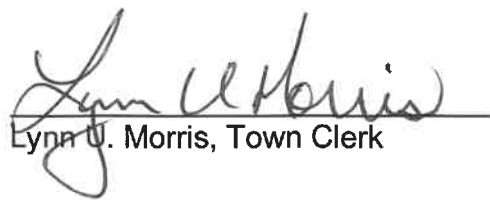
Budgeted tax levies are based on the certified actual collection rates for the fiscal year ended June 30, 2022.

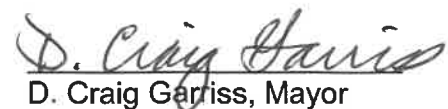
**ENCUMBERED OPERATING FUNDS REAPPROPRIATED:** The operating funds encumbered on the financial records as of June 30, 2023, are hereby re-appropriated to this budget.

**TOWN MANAGER TRANSFER AUTHORIZATION:** The Town Manager is hereby authorized to transfer amounts between functional areas, including contingency appropriations, within the same fund. The Town Manager must make an official report of such transfers at the next regular meeting of the Town Council.

**ANNUAL BUDGET COPIES:** Copies of the Budget for FY 2023-2024 shall be furnished to the Town Council members, Town Manager, Town Finance Officer, and Town Clerk to be kept on file by them for their direction in the disbursement of funds.

Adopted by the Kitty Hawk Town Council this 5<sup>th</sup> day of June 2023.

  
Lynn U. Morris, Town Clerk

  
D. Craig Garriss, Mayor



**Capital Project Ordinance Fund 41****For the Town of Kitty Hawk**

**BE IT ORDAINED** by the Governing Board of the Town of Kitty Hawk, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance originally adopted on September 6<sup>th</sup> of 2022 is hereby amended as follows:

**Section 1:** The project authorized is the remodeling of the property located at 5200 N. Croatan Highway for the relocation of the Police Department. The project is to be founded from various sources. The project life is estimated to be through July 2024; and can be amended from time to time throughout the project as deemed necessary by the Town.

**Section 2:** The appropriate officers of the Town are hereby directed to proceed with the capital project within the appropriated amounts and utilizing the proposed funding sources named directly below.

**Section 3:** The following amounts are appropriated for the project:

Maintenance and Repairs Building	\$236,481
Capital Outlay Land Purchase	\$4,105,000
Capital Outlay Building Renovation	\$3,908,519
<b>Total appropriations</b>	<b>\$8,250,000</b>

**Section 4:** The following revenues and funding sources are available to complete this project:

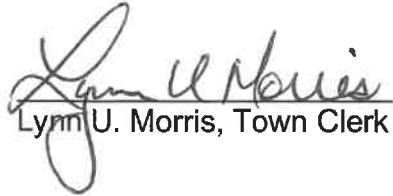
Transfer from Capital Reserve Fund designated for Police	\$1,203,583
Transfer from Capital Project Fund 40	\$2,620,274
Transfer from General Fund	\$4,426,143
<b>Total estimated revenues</b>	<b>\$8,250,000</b>

**Section 5:** The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

**Section 6:** The Finance Director is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Council.

**Section 7:** Copies of this capital project ordinance shall be furnished to the Clerk, to the Governing Board, and to the Finance Director for direction in carrying out this project.

Adopted the 1<sup>st</sup> day of May 2023.



Lynn U. Morris, Town Clerk



D. Craig Garriss, Mayor

2023 Date		Action Item
March 16 & 17		<a href="#">Budget Work Session with Town Council</a>
May 2022		<a href="#">Public Hearing Advertised for Budget Ordinance</a>
May 2022		<a href="#">Town Manager files proposed Budget with Town Clerk</a>
June 5		<a href="#">Council Holds Public Hearing on Proposed Budget and adoption of FY 2023-2024 Budget Ordinance</a>
July 1		<a href="#">Approved FY 2023-2024 budget becomes effective</a>
For information regarding meeting times and locations, visit <a href="http://www.townofkittyhawk.org">www.townofkittyhawk.org</a>		

The Town budget is adopted by ordinance in accordance with the North Carolina Local Government Budget & Fiscal Control Act (N.C.G.S. 159). It must be adopted no earlier than 10 days after the budget is presented to the Council and not later than July 1 of each year. The budget ordinance shall cover a fiscal year beginning July 1 and ending June 30 of each fiscal year. State law requires a balanced budget, i.e., a budget when the sum of estimated revenues and appropriated fund balances is equal to appropriations. The budget is developed on the modified accrual basis of accounting.

In accordance with General Statute Chapter 159 Department Heads transmit their budget requests to the designated budget officer with a list of expected expenditures before April 30 of each year. The budget officer then compiles all Department requests and develops a balanced budget. After the fiscal year begins, staff prepares monthly reports of budgeted-versus-actual revenues and expenditures. These reports are used by management to monitor spending and plan for the next year's budget.

### Budget Amendments

Expenses or transfers incurred throughout the year more than appropriations must have prior Council approval. These approvals are formally acknowledged by the Town Council in the form of budget amendments. The budget is prepared on a line-item basis and budgetary compliance is maintained on the Department level.

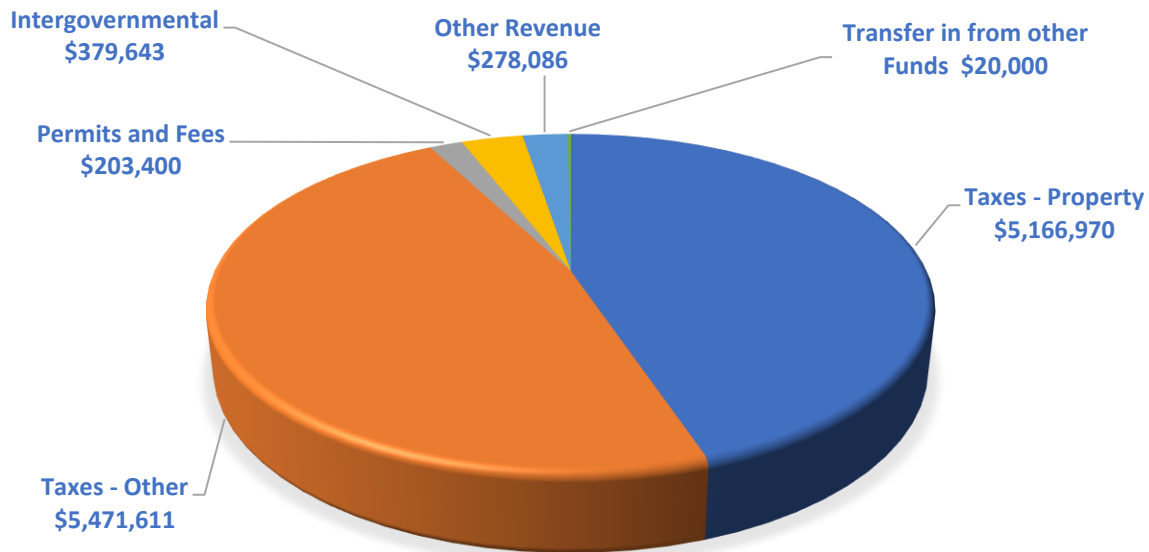


## Summary of General Fund Revenues by Percentage

## Percentage of Revenues by Source

REVENUES CLASIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	Current Budget FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24	% of Total Revenues
Taxes- Property	5,044,271	5,072,731	4,974,917	5,058,430	5,166,970	44.85%
Taxes- Other	5,252,894	5,857,171	4,140,670	5,494,839	5,471,611	47.50%
Permits and Fees	143,454	199,970	128,800	269,812	203,400	1.77%
Intergovernmental	1,490,479	1,360,274	760,997	398,822	379,643	3.30%
Fines and Forfeits	6,021	8,830	5,850	3,458	3,750	0.03%
Interest Earnings	3,542	22,895	149,000	444,467	150,000	1.30%
Other Revenue	41,682	96,407	86,750	112,028	113,633	0.99%
Fund Balance Appropriated			4,569,324	-	-	
Fund Balance Appropriated- Powell Bill	-	-	-	-	10,703	0.09%
Transfer in From Capital Reserve Fund	709,000	84,000	97,735	97,735	20,000	0.17%
Transfer in From Special Revenue Fund	-	-	1,138,069	1,138,069	-	0.00%
<b>Total Revenues</b>	<b>12,691,343</b>	<b>12,702,277</b>	<b>16,052,112</b>	<b>13,017,660</b>	<b>11,519,710</b>	<b>100.00%</b>

## TOP FIVE REVENUES SOURCES



## Summary of General Fund Expenditure by Percentage

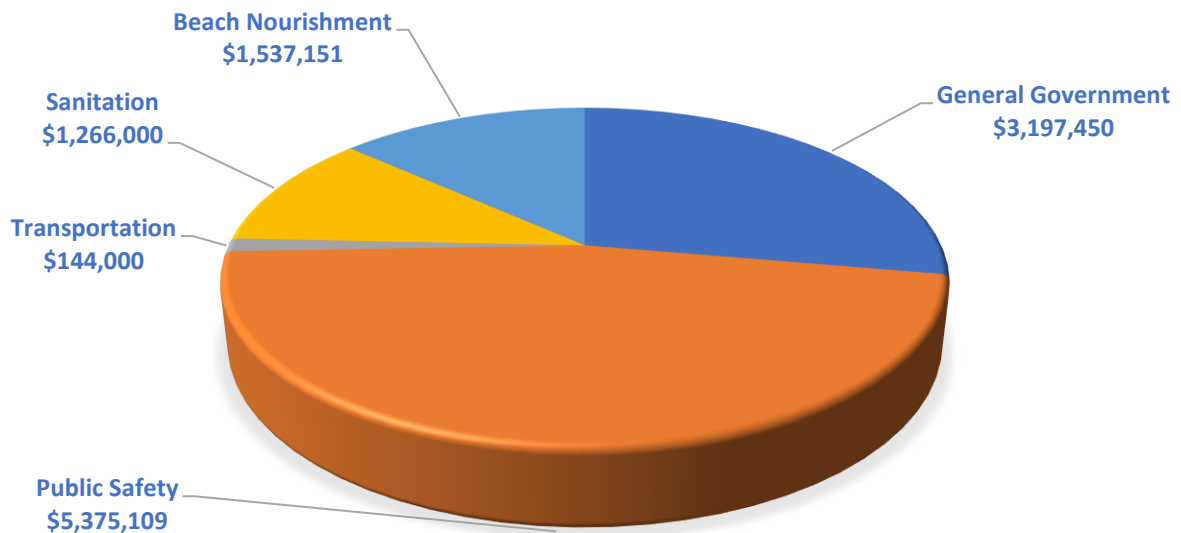
## Percentage of Expenditures by Function

DEPT No	EXPENDITURES BY DEPARTMENTS	ACTUAL FY 20/21	ACTUAL FY 21/22	Current Budget FY 22/23	Estimated 6/30/2023	BUDGET FY 23/24	Expense %
4100	Non- Departmental	408,651	438,360	661,149	685,467	595,629	5.17%
4110	Governing Body ( Town Council )	18,498	44,115	44,400	39,104	55,763	0.48%
4111	Recreation Committee	-	1,900	9,700	1,000	10,400	0.09%
4120	Administration Services	488,275	525,744	570,594	552,884	642,751	5.58%
4130	Finance Department	230,519	239,452	270,038	251,353	289,703	2.51%
4270	Public Works Department	815,042	844,685	1,067,902	898,493	1,204,159	10.45%
4310	Police Department	4,059,870	3,073,578	8,027,913	7,590,300	2,760,610	23.96%
4340	Fire Department	2,659,548	1,775,740	1,905,411	1,799,213	2,363,041	20.51%
4370	Ocean Rescue	153,522	182,768	182,342	182,053	251,458	2.18%
4410	Beach Nourishment	2,399,033	2,388,150	1,464,765	1,558,582	1,537,151	13.34%
4510	Transportation ( Powell Bill )	30,297	127,997	166,752	29,618	144,000	1.25%
4710	Environmental Services	1,088,567	1,165,184	1,216,000	1,149,166	1,266,000	10.99%
4910	Planning & Inspection Dept.	296,933	351,181	452,394	408,743	386,293	3.35%
4980	Planning Board	4,278	5,734	8,500	2,915	8,500	0.07%
4990	Board of Adjustment	-	275	4,252	-	4,252	0.04%
	Total Expenditures	12,653,033	11,164,862	16,052,112	15,148,890	11,519,710	100.00%
	Revenues over /under Expenditures	38,310	1,537,415	-	(2,131,230)		

**Note:**

Expenditures by Department totals above include transfers to the Capital Reserve and Capital Project Funds  
see detailed department budgets included in this budget document.

## EXPENDITURES BY FUNCTION



The following revenue sources represent larger revenue sources that have a significant impact on the Town's operating budget:

### **Property Tax**

The Town's largest revenue source at 42.85% of General Fund revenues is the proposed property tax, budgeted at \$4,935,915. Property tax is calculated according to the gross taxable value assessment certified by the Dare County Tax Office based on the Town's property tax rate.

Collected by the Dare County Tax Office, the property tax amount is calculated by multiplying the Town's assessed property values by the property tax rate set by Council after the Property Appraiser certifies the gross taxable value. The proposed budget uses the tax rate of 0.30 cents per \$100 of property valuation town wide and budgets based on a 99.4%-collection rate. Of the 0.30 cent property tax, .035 cents of this tax rate is specifically dedicated to the beach nourishment fund. Residents located within the beach nourishment Municipal Service District also pay an additional 0.10 cents in addition to the town wide property tax of 0.30 cents per \$100 of property valuation.

A penny of property tax rate is projected to generate approximately \$146,746. The Town receives a large portion of its property tax revenues from October through February, as the tax bills go out in July and become due on September 1.

As indicated above, property tax revenue is heavily affected by property values as well as new construction. Based on market indicators for Kitty Hawk properties, staff predicts property values will remain constant or rise at a slow pace over the next several years. The Town has maintained the same property tax rate since 2015-2016.

### **Motor Vehicle Tax**

Residents in North Carolina are required to register their motor vehicles with the state. These motor vehicles are taxed at the same rate as the Town's property tax rate. Motor vehicles are valued by year, make and model in accordance with the North Carolina Vehicle Valuation Manual. Values are based on the retail level of trade for property tax purposes.

The Motor Vehicle Tax will generate an estimated \$231,055 for FY 23/24 and represents 2.01% of the General Fund Revenues.

### **Local Option Sales Tax**

The State of North Carolina currently implements a 6.75% sales tax rate on all qualifying sales within Dare County. 2% of this sales tax consists of a Dare County local sales tax while the remaining 4.75% is the North Carolina State Sales Tax.



The proceeds from the sales tax collected is distributed utilizing the Ad Valorem Distribution formula. Utilizing this method, the proceeds must be divided between the county and the municipalities in proportion to the total amount of ad valorem taxes levied by each. Therefore, a large tax increase by a unit in one year may distort the next year's allocations. When a county increases tax rates each year and municipalities in that county hold the line on tax increases or keep the increase at a minimum, it is possible for municipalities in ad valorem distribution counties to find their sales tax revenues not increasing at the statewide average, and they may even be lower than the previous year.

The local option sales tax will generate an estimated \$2,140,000 and represents 18.58% of General Fund Revenues.

#### **Occupancy Tax**

Dare County collects a total of six percent tax (6%) on gross receipts derived from the rental of room, lodging, campsite, or similar accommodation furnished by any hotel, motel, inn, including private residences and cottages rented to transients. Half of revenues collected from this tax are distributed to the County and the six municipalities within Dare County for tourist-related purposes, including construction and maintenance of public facilities and buildings, garbage, refuse, solid waste collection and disposal, police protection and emergency services. The six municipalities split two thirds of this revenue in proportion to the amount of ad valorem tax levied by each Town for the preceding fiscal year and the County gets the remaining one third. The remaining half of the tax is used for funding beach nourishment (2% tax) and (1% tax) promoting tourism in Dare County.

The Occupancy Tax will generate an estimated \$2,250,000 and represents 19.53% of General Fund Revenues.

#### **Electric Utility Tax**

The State of North Carolina levies a 7 percent (7%) franchise tax on the total gross receipts of all businesses within the State that furnish electricity. An amount equal to 3.09 % of the total gross receipts of electricity service derived from the sale within the municipality is distributed to the municipality in which these gross sales are made.

The municipal distributions of the utility franchise tax on electricity gross receipts are on September 15, December 15, March 15, and June 15.

The Electric Utility Tax will generate an estimated \$415,000 and represents 3.60% of General Fund Revenues.

#### **Land Transfer Tax**

The Land Transfer Tax for Dare County is 1%. The tax is an excise tax on instruments conveying certain interests in real property. The tax imposed is \$1 per each \$100 or fraction thereof of the total consideration of value of the interest conveyed. Currently the County receives 65% of the proceeds

while the Towns receive 35% in proportion to the amount of ad valorem taxes levied by each town for the preceding fiscal year.

The Land Transfer Tax fluctuates based on the housing market environment. The housing market is predicted to remain neutral over the next several years, therefore, this tax is expected to remain consistent over the next several years.

The Land Transfer Tax will generate an estimated \$446,911 and represents 3.88% of General Fund Revenues.

### **Building Permits**

The Town of Kitty Hawk requires permits for new construction, adding onto pre-existing structures, and other renovations to properties located within the Town limits. The fees generated from the building permits provides the resources for the building department to inspect and ensure compliance with national, regional, and local building codes.

Building Permits revenues will generate an estimated \$175,000 and represent 1.52% of General Fund Revenues.

### **Powell Bill**

Powell Bill Funds comes from revenues generated by the state gas tax and other highway user fees. The formula requires 75 percent of the funds to be awarded based on population, while the remaining 25 percent are based on the number of street miles each municipality maintains.

In accordance with G.S. 136-41.1 through 136-41.4 Powell Bill funds shall be expended primarily for the purposes of resurfacing streets within the corporate limits of the municipality but may also be used for maintaining, repairing, constructing, reconstructing, or widening of any street or public thoroughfare within the municipal limits or for planning, construction, and maintenance of bikeways, greenways or sidewalks.

Funds generated are expected to remain consistent with previous year's allocations because of slow population growth and no additional streets planned for construction.

Powell Bill revenues will generate an estimated \$119,297 and represent 1.00% of General Fund Revenues.

### **Grants**

The Town of Kitty Hawk has been proactive at relieving the financial burden of residents for certain projects and programs when grant funding is available through other governmental agencies. The Town will actively pursue grant funding, however, in many instances these grants are applied for during the fiscal year and as they become available.

Grant funding that can be anticipated in advance of the fiscal year will generate an estimated \$25,000. The Town expects this revenue to increase as grants are applied for and awarded throughout the year.

#### **Interest Earnings on Investments**

The Town has legal limitations on investments allowed under NC General Statute 159-30, however, does make investments to maximize the return of available funds. The Town has experienced very low interest rate returns over the past several years because of the Federal Treasury rates, however, continues to receive revenue from investments. In addition, the Town is consistently analyzing the investment funds available to the Town through the North Carolina Capital Management Trust to maximize return on investments.

The interest earnings on investments are expected to generate an estimated \$150,000.

#### **Transfers from Capital Reserve and Fund Balance**

These revenues typically represent funds transferred into the current year budget from Town reserves. These funds are typically not collected throughout the fiscal year and have been set aside in previous years to fund large capital projects. These funds are transferred into the budget in the year in which the capital purchase is to be funded. In addition, funds may also be transferred from the Town Fund Balance to balance the budget.

The FY 23-24 budget identifies transfers in the amount of \$20,000 from the Capital Reserve and \$10,703 from the fund balance.

**General Fund Revenues - Detailed**

**GENERAL FUND - 10 / DEPARTMENT DETAIL**

ACCOUNT NUMBER	REVENUE SOURCE	ACTUAL FY 20/21	ACTUAL 21/22	FY Current Budget FY 22/23	Estimated 6/30/2023	BUDGET FY 23/24
<b>TAXES - PROPERTY</b>						
10-0000-3100-2023	Ad Valorem Tax (\$.265)	3,765,138	3,790,007	3,731,584	3,800,000	3,865,429
10-0000-3172-2023	Ad Valorem (\$.035) BN	500,282	502,428	492,851	505,813	510,528
10-0000-3174-2023	Ad Valorem (\$.10) MSD	535,891	536,167	524,482	539,213	538,958
10-0000-3100-0000	Ad Valorem Prior Years	21,896	14,027	19,000	(22,806)	15,000
10-0000-3100-4170	Ad valorem and Vehicle Penalties ,Fees, Interest	8,545	5,889	6,000	2,600	6,000
10-0000-3280-4121	Motor Vehicle Tax	179,929	188,965	170,000	197,217	195,000
10-0000-3280-4123	Motor Vehicle Tax - (\$.035)BN	23,808	24,950	23,000	26,041	25,755
10-0000-3280-4125	Motor Vehicle Tax - (\$.10)MSD	8,782	10,298	8,000	10,352	10,300
	Subtotal	5,044,271	5,072,731	4,974,917	5,058,430	5,166,970
<b>TAXES - OTHER</b>						
10-0000-3230-0000	Local Option Sales Tax	1,571,467	1,816,481	1,400,000	1,876,888	1,909,736
10-0000-3230-0012	Local Option Sales Tax - BN MSD	198,602	220,618	157,220	220,618	230,264
10-0000-3245-0000	Land Transfer Tax	840,436	887,179	400,000	485,840	446,911
10-0000-3270-0000	Occupancy Tax	2,054,762	2,299,996	1,600,000	2,274,959	2,250,000
10-0000-3322-0000	Beer and Wine Tax	15,115	14,677	15,000	15,000	15,000
10-0000-3324-4001	Telecom Tax	19,825	14,587	19,000	15,000	14,500
10-0000-3324-4002	Electric Utility Tax	389,506	410,031	385,000	417,133	415,000
10-0000-3324-4003	Cable Franchise Tax	75,953	76,773	75,000	74,962	75,000
10-0000-3324-4004	Piped Natural Gas Tax	2,500	3,817	1,750	4,566	4,500
10-0000-3324-4005	PEG Channel	26,451	25,808	30,000	25,642	25,700
10-0000-3471-0000	Solid Waste Disposal Tax	2,709	2,788	2,700	2,894	3,000
10-0000-3837-0000	Mixed Beverage Tax (ABC)	55,568	84,416	55,000	81,337	82,000
	Subtotal	5,252,894	5,857,171	4,140,670	5,494,839	5,471,611
<b>PERMITS AND FEES</b>						
10-4910-3343-4010	Building Permits	123,094	168,628	110,000	239,285	175,000
10-4910-3343-4011	Homeowner Recovery Fee	920	998	1,000	1,530	1,200
10-4910-3343-4012	CAMA Permits	5,050	4,495	3,500	2,615	2,000
10-4910-3343-4013	Planning Permit and Fees	6,815	15,574	6,800	16,732	15,000
10-4990-3345-4020	Board of Adjustment Fees	-	-	500	-	100
10-4990-3345-4021	Site Plan Review Fees	-	-	500	-	100
10-0000-3470-0000	Sanitation Fees (Garbage Carts)	7,575	10,275	6,500	9,650	10,000
	Subtotal	143,454	199,970	128,800	269,812	203,400
<b>INTERGOVERNMENTAL</b>						
10-0000-3311-4091	Dept of Justice Asset Forfeiture Program			1,000	10,395	1,000
10-0000-3316-0000	Powell Bill Allocation (pass through)	99,980	119,667	143,102	119,297	119,297
10-0000-3317-4092	NCDOR Unauthorized Sub Tax Distribution	3,738	2,042	3,500	2,700	3,000
10-0000-3431-0000	Grants -Other	69,408	8,125			-
10-0000-3432-0000	Dare County - Sand Fencing (pass through)	15,517		15,000		10,000
10-0000-3433-0000	Dare County Payment to EMS Substation			158,964		-
10-0000-3496-0000	Grants- Dare County Tourism Board	47,592		-		-
10-0000-3623-0000	Federal Grant Revenue (pass through)		136,752	3,886	3,885	-
10-0000-3633-0000	State Grant Revenue (pass through)	64,886		154,000	6,000	-
10-4310-3431-0000	Gov. Crime Commission Grant (pass through)	57,674		25,000		25,000
10-4410-3333-0000	Dare County Payment to Obligation Bonds	1,131,684	1,093,688	256,545	256,545	221,346
	Subtotal	1,490,479	1,360,274	760,997	398,822	379,643

**General Fund Revenues - Detailed**

**GENERAL FUND - 10 / DEPARTMENT DETAIL**

ACCOUNT NUMBER	REVENUE SOURCE	ACTUAL 20/21	FY ACTUAL 21/22	FY Current Budget FY 22/23	Estimated 6/30/2023	BUDGET FY 23/24
<b>FINES &amp; FORFEITS</b>						
10-0000-3330-0000	Dare County Court Fees	2,616	2,147	2,500	1,443	2,000
10-0000-3331-0000	Code Enforcement Fines & Parking Violations	3,255	1,530	3,200	1,715	1,500
10-0000-3332-0000	Fines and Forfeitures	150	5,153	150	300	250
	Subtotal	6,021	8,830	5,850	3,458	3,750
<b>INTEREST EARNINGS</b>						
10-0000-3831-0000	Interest on Investments	3,542	22,895	149,000	444,467	150,000
	Subtotal	3,542	22,895	149,000	444,467	150,000
<b>OTHER REVENUE</b>						
10-0000-3412-0000	Town Merchandise Sales	348	587	300	400	300
10-0000-3434-0000	General Donations	225	1,140	4,550	4,550	1,000
10-0000-3834-0000	Office Rental - DNR NC & BEAR DRUGS	4,000	4,800	67,400	62,078	84,333
10-0000-3835-0000	Sale of Surplus Property	2,600	32,139	10,000	30,000	10,000
10-0000-3835-0002	Sale of Asset program 1033 Dept of Defense		27,200	-	-	-
10-0000-3839-0000	Miscellaneous Revenue	31,106	28,499	1,500	12,000	15,000
10-4270-3839-0110	Icarus International	3,403	2,042	3,000	3,000	3,000
	Subtotal	41,682	96,407	86,750	112,028	113,633
<b>FUND BALANCE</b>						
10-0000-3991-0000	Fund Balance-Appropriated	-	-	4,569,324	-	-
10-0000-3991-0000	Fund Balance Appropriated-Powell Bill	-	-	-	-	10,703
	Subtotal			4,569,324	-	10,703
<b>TRANSFER IN FROM CAPITAL RESERVE</b>						
10-0000-3900-0000	Phone System Replacement			22,000	22,000	
10-0000-3900-0000	Fuel Storage Tank Replacement		29,000	-		-
10-0000-3900-0000	Fire - Training Equipment		30,000			-
10-0000-3900-0000	IT -Police Department Body Cameras	5,000		-		-
10-0000-3900-0000	Fire Truck	704,000		55,735	55,735	-
10-0000-3900-0000	Ocean Rescue Radios Replacement		25,000	-		-
10-0000-3900-0000	Land Use Plan Update Reserve			20,000	20,000	
10-0000-3900-0000	Document imaging					20,000
	Subtotal	709,000	84,000	97,735	97,735	20,000
10-0000-3982-0000	<b>TRANSFER IN FROM SPECIAL REVENUE FUND</b>	-	-	1,138,069	1,138,069	
	Subtotal			1,138,069	1,138,069	
<b>TOTAL REVENUES</b>		<b>12,691,343</b>	<b>12,702,277</b>	<b>16,052,112</b>	<b>13,017,660</b>	<b>11,519,710</b>





# NON-DEPARTMENTAL

FY 2023-2024

**NON-DEPARTMENTAL OPERATING EXPENDITURES**

**GENERAL FUND - 10 / DEPARTMENT DETAIL - 4100**

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>OPERATING</b>						
10-4100-5005-0000	PEG Government Channel (pass through)	26,717	26,975	30,000	26,600	30,000
10-4100-5006-0000	Tax Collection Fees to Dare County	56,934	57,168	59,000	58,451	59,000
10-4100-5007-0000	Collection Fees -NCVTS	6,927	7,451	8,000	7,679	8,000
10-4100-5220-0000	Employee Relations and Events	5,662	2,143	6,000	15,000	8,000
10-4100-5250-0000	Vehicle Supplies	62	267	400	600	300
10-4100-5299-0000	Departmental Supplies	5,288	7,176	6,000	7,500	6,000
10-4100-5310-0000	Travel and Training Development Town wide					25,000
10-4100-5321-0000	Telephone, Communications , Email	11,518	12,408	34,000	35,456	30,000
10-4100-5325-0000	Postage	236	284	300	300	300
10-4100-5330-0000	Utilities	3,981	3,713	6,000	3,919	4,500
10-4100-5340-0000	Printing	-	-	200	-	200
10-4100-5370-0000	Advertising	869	1,240	1,000	2,450	1,500
10-4100-5383-0000	IT Services	66,668	69,152	115,522	80,285	80,000
10-4100-5440-0000	Service & Maintenance Contracts	7,269	7,833	10,750	10,039	11,000
10-4100-5450-0000	Insurance & Bonding	207,719	220,790	220,000	260,756	262,000
10-4100-5451-0000	Employee Assistance Program	1,578	2,236	2,000	199	2,500
10-4100-5455-0000	Unemployment Compensation Contribution	980	2,247	5,000	2,500	3,000
10-4100-5456-0000	Fines and Forfeitures	150	4,943	200	200	200
10-4100-5491-0000	Dues & Subscriptions	3,536	2,725	4,000	2,374	4,000
	Subtotal	406,094	428,751	508,372	514,309	535,500
<b>MAINTENANCE &amp; REPAIRS</b>						
10-4100-5352-0000	Maintenance and Repairs -Equipment		(1,028)			-
10-4100-5353-0000	Maintenance and Repairs - Vehicle	-	637	500	500	-
	Subtotal	-	(391)	500	500	-
<b>PROGRAMS AND GRANTS</b>						
10-4100-5090-0000	Grant - Gov. Education Access Channel	2,557	5,000	-	-	-
	Subtotal	2,557	5,000	-	-	-
<b>CONTINGENCY</b>						
10-4100-5991-0000	Budgetary Contingency	-	-	-	-	60,129
	Subtotal	-	-	-	-	60,129
<b>CAPITAL OUTLAY</b>						
10-4100-5540-0000	Capital Outlay Vehicles			41,799	43,059	
10-4100-5550-0000	Capital Outlay Equipment			110,478	127,599	
	Subtotal	-	-	152,277	170,658	-
<b>TRANSFER TO CAPITAL RESERVE</b>						
10-4100-5921-0000	VOIP Town Phone System		5,000			-
	Subtotal	-	5,000	-		-
<b>TOTAL NON-DEPARTMENTAL EXPENDITURES</b>		<b>408,651</b>	<b>438,360</b>	<b>661,149</b>	<b>685,467</b>	<b>595,629</b>



# TOWN COUNCIL

FY 2023-2024

**GOVERNING BODY ( TOWN COUNCIL) OPERATING EXPENDITURES**

**GENERAL FUND - 10 / DEPARTMENT DETAIL - 4110**

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>PERSONNEL</b>						
10-4110-5121-0000	Council Compensation	10,775	29,250	30,900	27,850	30,900
10-4110-5181-0000	FICA	992	2,394	1,000	2,314	2,363
	Subtotal:	11,767	31,644	31,900	30,164	33,263
<b>OPERATING</b>						
10-4110-5310-0000	Travel and Training	431	358	2,500	540	4,500
10-4110-5321-0000	Telephone, Communications, Email	1,165	920	1,500	2,100	3,000
10-4110-5491-0000	Dues and Subscriptions	5,013	4,717	8,000	4,800	8,000
10-4110-5492-0000	Contract Services - Dare Co. Board Elections	-	5,865	-	-	5,500
10-4110-5499-0000	Miscellaneous	122	611	500	1,500	1,500
	Subtotal:	6,731	12,471	12,500	8,940	22,500
<b>TOTAL GOVERNING BODY EXPENDITURES</b>		<b>18,498</b>	<b>44,115</b>	<b>44,400</b>	<b>39,104</b>	<b>55,763</b>



# RECREATION COMMITTEE

FY 2023-2024



**RECREATION COMMITTEE OPERATING EXPENDITURES**

**GENERAL FUND - 10 / DEPARTMENT DETAIL - 4111**

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>OPERATING</b>						
10-4111-5370-0000	Advertising	-	-	200	100	200
10-4111-5396-0000	Contracter Services - Transcriptions	-	-	500	900	200
10-4111-5499-0000	Miscellaneous	-	1,900	1,500	-	-
10-4111-5499-0000	Trails and Recreation Opportunities	-	-	7,500	-	10,000
	Subtotal:	-	1,900	9,700	1,000	10,400
<b>TOTAL RECREATION EXPENDITURES</b>		-	<b>1,900</b>	<b>9,700</b>	<b>1,000</b>	<b>10,400</b>



# ADMINISTRATION

FY 2023-2024

# ADMINISTRATIVE SERVICES OPERATING EXPENDITURES

## GENERAL FUND - 10 / DEPARTMENT DETAIL - 4120

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>PERSONNEL</b>						
10-4120-5121-0000	Salaries & Wages	310,748	326,201	350,176	346,425	366,538
10-4120-5181-0000	FICA	23,047	23,791	26,862	24,000	28,132
10-4120-5182-0000	Retirement Contribution	31,704	37,734	44,632	40,000	47,504
10-4120-5183-0000	Health Insurance	50,651	59,564	67,720	59,563	75,576
10-4120-5184-0000	401K	6,078	6,324	7,004	6,325	7,331
	Subtotal	422,228	453,614	496,394	476,313	525,081
<b>PROFESSIONAL SERVICES</b>						
10-4120-5192-0000	Professional Services -Legal	44,156	44,635	45,000	45,000	50,000
10-4120-5199-0000	Professional Services - Other	1,075	30	2,500	-	1,000
	Subtotal	45,231	44,665	47,500	45,000	51,000
<b>OPERATING</b>						
10-4120-5299-0000	Supplies Departmental	855	2,095	2,500	5,223	5,000
10-4120-5310-0000	Travel & Training	1,735	2,516	2,000	3,500	6,000
10-4120-5321-0000	Telephone, Communications , Email	4,980	3,241	5,000	2,300	5,000
10-4120-5325-0000	Postage	161	95	200	250	250
10-4120-5349-0000	Printing Codification of Ordinances	-	7,066	-	3,281	3,500
10-4120-5370-0000	Advertising	-	-	2,000	2,100	2,500
10-4120-5396-0000	Contract Services Video & Transcription	9,975	10,429	11,000	10,400	14,000
10-4120-5440-0000	Service & Maintenance Contracts	1,775	446	2,000	2,092	8,420
10-4120-5491-0000	Dues and Subscriptions	1,335	1,577	2,000	2,425	2,000
	Subtotal	20,816	27,465	26,700	31,571	46,670
<b>CAPITAL OUTLAY</b>						
10-4120-5520-0000	Capital Outlay-Documents Management Scan				-	20,000
	Subtotal				-	20,000
<b>TOTAL ADMIN SERVICES EXPENDITURES</b>		<b>488,275</b>	<b>525,744</b>	<b>570,594</b>	<b>552,884</b>	<b>642,751</b>



# FINANCE

FY 2023-2024

**FINANCE DEPARTMENT OPERATING EXPENDITURES**

**GENERAL FUND - 10 / DEPARTMENT DETAIL - 4130**

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>PERSONNEL</b>						
10-4130-5121-0000	Salaries & Wages	117,911	121,499	134,209	129,182	146,790
10-4130-5181-0000	FICA	8,373	8,747	10,304	9,185	11,275
10-4130-5182-0000	Retirement Contribution	10,727	14,178	17,106	15,778	19,024
10-4130-5183-0000	Health Insurance	27,990	29,506	33,135	28,249	33,878
10-4130-5184-0000	401K	1,848	2,307	2,684	2,237	2,936
	Subtotal	166,849	176,237	197,438	184,631	213,903
<b>PROFESSIONAL SERVICES</b>						
10-4130-5191-0000	Prof. Services Auditor & Actuaries	20,384	29,835	30,000	30,770	35,000
	Subtotal	20,384	29,835	30,000	30,770	35,000
<b>OPERATING</b>						
10-4130-5299-0000	Supplies	906	2,000	2,000	1,985	2,000
10-4130-5310-0000	Travel & Training	3,168	3,613	5,000	7,200	7,000
10-4130-5321-0000	Telephone, communications , Email	818	778	1,000	777	1,000
10-4130-5325-0000	Postage	231	426	400	400	400
10-4130-5340-0000	Printing	55	68	1,000	70	200
10-4130-5440-0000	Service & Maintenance Contracts	37,198	26,495	33,000	25,320	30,000
10-4130-5491-0000	Dues and Subscriptions	410	-	200	200	200
	Subtotal	42,786	33,380	42,600	35,952	40,800
<b>CAPITAL OUTLAY</b>						
10-4130-5520-0000	Capital Outlay Financial Software	500	-	-	-	-
	Subtotal	500	-	-	-	-
<b>TRANSFER TO CAPITAL RESERVE</b>						
	Subtotal	-	-	-	-	-
<b>TOTAL FINANCE EXPENDITURES</b>		<b>230,519</b>	<b>239,452</b>	<b>270,038</b>	<b>251,353</b>	<b>289,703</b>





# PUBLIC WORKS

FY 2023-2024

**PUBLIC WORKS DEPARTMENT OPERATING EXPENDITURES**

**GENERAL FUND - 10 / DEPARTMENT DETAIL - 4270**

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>PERSONNEL</b>						
10-4270-5121-0000	Salaries & Wages	249,505	259,807	263,897	278,352	290,565
10-4270-5121-0000	Seasonal/Part time	-	-	24,544	-	25,771
10-4270-5122-0000	Overtime	-	-	-	-	5,000
10-4270-5181-0000	FICA	18,431	19,213	22,066	20,603	24,812
10-4270-5182-0000	Retirement Contribution	22,394	27,650	32,412	31,291	38,305
10-4270-5183-0000	Health Insurance	53,193	60,675	71,205	63,939	78,295
10-4270-5184-0000	401K	3,803	3,917	5,278	4,595	5,911
	<b>Subtotal</b>	<b>347,326</b>	<b>371,262</b>	<b>419,402</b>	<b>398,780</b>	<b>468,659</b>
<b>OPERATING</b>						
10-4270-5212-0000	Uniforms	2,909	2,701	3,000	4,197	3,000
10-4270-5250-0000	Vehicle Supplies- Fuel	10,041	18,423	15,000	13,920	15,000
10-4270-5260-0000	Shop Tools & Equipment	9,277	6,684	2,500	6,683	3,000
10-4270-5293-0000	Supplies Signs	8,272	3,310	2,500	4,702	13,000
10-4270-5299-0000	Departmental Supplies	1,908	3,784	3,000	7,074	4,000
10-4270-5310-0000	Travel & Training	2,037	2,576	3,000	2,750	5,000
10-4270-5321-0000	Telephone, Communications , Email	5,776	7,900	7,500	8,618	10,000
10-4270-5330-0000	Utilities	14,107	19,144	16,000	29,266	25,000
10-4270-5433-0000	ATV Rental	2,098	5,679	5,000	3,627	5,000
10-4270-5440-0000	Service & Maintenance Contracts	21,995	27,445	25,000	40,090	120,000
10-4270-5491-0000	Dues and Subscriptions	(77)	404	1,000	500	1,500
	<b>Subtotal</b>	<b>78,343</b>	<b>98,050</b>	<b>83,500</b>	<b>121,427</b>	<b>204,500</b>
<b>MAINTENANCE AND REPAIRS</b>						
10-4270-5295-0000	Building and Grounds	190,970	125,900	382,000	246,400	307,000
10-4270-5295-0000	Icarus	-	-	25,000	3,000	20,000
10-4270-5352-0000	Equipment	23,631	17,902	15,000	16,644	15,000
10-4270-5353-0000	Vehicle	9,894	10,754	7,000	5,812	7,000
10-4270-5599-0000	Sand Fence - (pass through)	15,167	15	24,000	24,134	24,000
	<b>Subtotal</b>	<b>239,662</b>	<b>154,571</b>	<b>453,000</b>	<b>295,990</b>	<b>373,000</b>
<b>CAPITAL OUTLAY</b>						
10-4270-5540-0000	Vehicles	-	73,251	36,000	37,072	-
10-4270-5550-0000	Replace Mower Attachment	-	-	18,000	17,224	-
10-4270-5550-0000	8" Stormwater Pump with accessories	-	100,290	-	-	-
10-4270-5550-0000	Mower Blower	-	17,260	-	-	-
10-4270-5595-0000	Dare County Park Trail Connector	141,711	-	-	-	-
10-4270-5595-0000	Pruitt Park Playground Replacement	-	-	30,000	-	-
	<b>Subtotal</b>	<b>141,711</b>	<b>190,801</b>	<b>84,000</b>	<b>54,296</b>	<b>-</b>
<b>TRANSFER TO CAPITAL RESERVE</b>						
10-4270-5921-000	Dump trailer Replacement	-	-	-	-	10,000
10-4270-5921-0000	Town Parks and Recreation Development	-	-	-	-	30,000
10-4270-5921-0000	US 158 Sidewalk	-	-	-	-	25,000
10-4270-5921-0000	Town Wide Boardwalk and Dock Repairs	8,000	10,000	10,000	10,000	50,000
10-4270-5921-0000	Future HVAC Fire House replacement	-	5,000	10,000	10,000	10,000
10-4270-5921-0000	Replacement Caterpillar Backhoe	-	15,000	8,000	8,000	8,000
10-4270-5921-0000	Upgrade Public Works Building	-	-	-	-	25,000
	<b>Subtotal</b>	<b>8,000</b>	<b>30,000</b>	<b>28,000</b>	<b>28,000</b>	<b>158,000</b>
	<b>Public Works Subtotal</b>	<b>815,042</b>	<b>844,685</b>	<b>1,067,902</b>	<b>898,493</b>	<b>1,204,159</b>

**PUBLIC WORKS DEPARTMENT OPERATING EXPENDITURES (Continued)**

**GENERAL FUND - 10 / DEPARTMENT DETAIL - 4510 & 4710**

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>TRANSPORTATION (4510)</b>						
10-4510-5195-0000	Engineering Services	600		-	9,500	10,000
10-4510-5199-0000	Prof. Services Engineering (pass through PB)	370	800	21,650	12,550	
10-4510-5293-0000	Street Signs	-		2,000		4,000
10-4510-5295-0000	Street Maintenance and Repairs	2,990		-		
10-4510-5590-0000	Street Maint. & Repairs (pass through PB)	26,337	127,197	143,102	7,568	130,000
	Subtotal	30,297	127,997	166,752	29,618	144,000
<b>ENVIRONMENTAL SERVICES (4710)</b>						
10-4710-5690-0000	Chipping Contracted Services	13,485	12,750	16,000	14,549	16,000
10-4710-5691-0000	Solid Waste Collection	1,075,082	1,152,434	1,200,000	1,134,617	1,250,000
	Subtotal	1,088,567	1,165,184	1,216,000	1,149,166	1,266,000
<b>TOTAL PUBLIC WORKS EXPENDITURES</b>		<b>1,933,906</b>	<b>2,137,866</b>	<b>2,450,654</b>	<b>2,077,277</b>	<b>2,604,159</b>



# POLICE DEPARTMENT

FY 2023-2024

**POLICE DEPARTMENT OPERATING EXPENDITURES**

**GENERAL FUND - 10 / DEPARTMENT DETAIL - 4310**

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>PERSONNEL</b>						
10-4310-5121-0000	Salaries & Wages	1,003,659	1,051,075	1,195,509	1,017,221	1,270,906
10-4310-5121-0000	Part time Salaries	-	-	2,500		2,500
10-4310-5122-0000	Overtime	19,632	7,036	15,000	9,038	15,000
10-4310-5181-0000	FICA	71,577	75,552	92,604	74,732	98,739
10-4310-5182-0000	Retirement Contribution	117,742	128,067	161,183	130,691	182,262
10-4310-5183-0000	Health Insurance	288,343	296,211	373,974	286,269	396,465
10-4310-5184-0000	401K-State Mandate 5%	-	-	57,403	63,858	60,970
10-4310-5184-0000	401K 2%	62,560	67,321	24,210		25,718
	Subtotal	1,563,513	1,625,262	1,922,383	1,581,809	2,052,560
<b>PROFESSIONAL SERVICES</b>						
10-4310-5193-0000	Medical & Physicals	7,134	7,126	6,000	7,870	6,000
	Subtotal	7,134	7,126	6,000	7,870	6,000
<b>OPERATING</b>						
10-4310-5212-0000	Uniforms	15,830	14,545	21,000	14,769	25,000
10-4310-5220-0000	Employee events	1,341	2,585	2,500	2,135	-
10-4310-5250-0000	Vehicle Supplies- Fuel	26,827	46,923	36,000	51,341	53,000
10-4310-5299-0000	Supplies Departmental	10,821	10,590	11,950	10,589	15,000
10-4310-5310-0000	Travel & Training	18,925	12,688	20,000	20,417	25,000
10-4310-5321-0000	Telephone, Communications , Email	21,296	29,957	31,000	29,000	33,000
10-4310-5325-0000	Postage	1,379	1,274	1,500	1,215	1,700
10-4310-5330-0000	Utilities	5,465	5,870	6,500	5,630	6,500
10-4310-5340-0000	Printing	1,035	1,352	1,500	2,500	1,700
10-4310-5380-0000	Controlled Substance Enforcement	1,710	-	1,000	-	-
10-4310-5433-0000	Special Operations Rent Veh/Equip	4,354	-	-	-	-
10-4310-5440-0000	Service & Maintenance Contracts	21,874	40,601	168,816	68,977	60,000
10-4310-5491-0000	Dues and Subscriptions	1,832	1,661	1,800	1,207	1,800
10-4310-5495-0000	Dept. Of Justice Assest Forfeiture	-	-	1,000	-	1,000
10-4310-5498-0000	Controlled Substances Tax- Restricted	4,622	1,730	1,000		1,000
	Subtotal	137,311	169,776	305,566	207,780	224,700
<b>MAINTENANCE AND REPAIRS</b>						
10-4310-5352-0000	Equipment	22,268	19,317	23,000	22,520	26,000
10-4310-5353-0000	Vehicle	27,260	20,833	24,000	23,925	27,000
	Subtotal	49,528	40,150	47,000	46,445	53,000
<b>PROGRAMS AND GRANTS</b>						
10-4310-5070-0000	Governor's Crime Commission Grant	58,176	-	24,500	24,000	25,000
10-4310-5497-0000	Community Outreach Programs	790	1,556	3,000	1,950	4,000
	Subtotal	58,966	1,556	27,500	25,950	29,000



**POLICE DEPARTMENT OPERATING EXPENDITURES (Continued)**

**GENERAL FUND - 10 / DEPARTMENT DETAIL - 4310**

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>CAPITAL OUTLAY</b>						
10-4310-5540-0000	Vehicles	104,690	68,820	80,000	71,852	129,000
10-4310-5550-000	Equipment	63,676	65,242	35,867	26,067	109,400
	Subtotal	168,366	134,062	115,867	97,919	238,400
<b>TRANSFER TO CAPITAL RESERVE</b>						
10-4310-5921-0000	Future Police Department Building	2,000,000	1,000,000	1,083,583	1,083,583	-
10-4310-5921-0000	Future In car radios	-	-	-	-	12,000
10-4310-5940-0000	Transfer out to capital project fund 41	-	-	4,426,143	4,426,143	-
	Subtotal	2,000,000	1,000,000	5,509,726	5,509,726	12,000
<b>SEPARATION ALLOWANCE</b>						
10-4311-5131-0000	Separation Allowance	69,802	88,987	93,871	104,822	134,649
10-4311-5181-0000	FICA Separation Allowance	5,250	6,659	-	7,979	10,301
	Subtotal	75,052	95,646	93,871	112,801	144,950
<b>TOTAL POLICE DEPARTMENT EXPENDITURES</b>		<b>4,059,870</b>	<b>3,073,578</b>	<b>8,027,913</b>	<b>7,590,300</b>	<b>2,760,610</b>



# **FIRE DEPARTMENT**

**FY 2023-2024**

**FIRE DEPARTMENT OPERATING EXPENDITURES**

**GENERAL FUND - 10 / DEPARTMENT DETAIL - 4340**

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>PERSONNEL</b>						
10-4340-5121-0000	Salaries & Wages	876,264	934,734	996,101	1,020,523	1,107,403
10-4340-5121-0000	Part time Salaries	-	-	81,090	-	85,145
10-4340-5121-0000	Volunteer Incentive Pay	-	-	12,000	-	12,000
10-4340-5122-0000	Overtime	25,341	21,841	24,000	24,507	24,000
10-4340-5181-0000	FICA	66,340	71,578	85,379	74,869	94,351
10-4340-5182-0000	Retirement Contribution	85,925	103,260	127,513	122,315	146,630
10-4340-5183-0000	Health Insurance	193,537	197,694	244,885	217,971	279,324
10-4340-5184-0000	401 K	13,065	14,131	20,402	13,341	22,628
10-4340-5185-0000	Firefighter Pension Fund	2,730	2,740	5,220	2,740	5,310
	Subtotal	1,263,202	1,345,978	1,596,590	1,476,266	1,776,791
<b>PROFESSIONAL SERVICES</b>						
10-4340-5193-0000	Medical & Physicals	7,278	10,223	13,500	10,222	14,500
	Subtotal	7,278	10,223	13,500	10,222	14,500
<b>OPERATING</b>						
10-4340-5212-0000	Uniforms & Personal Protective Equipment	12,999	19,420	21,000	19,060	22,500
10-4340-5250-0000	Vehicle Supplies- Gas & Oil	10,926	16,160	13,500	20,910	17,000
10-4340-5299-0000	Supplies Departmental	14,539	17,249	16,000	17,462	18,500
10-4340-5310-0000	Travel & Training	13,806	17,561	16,000	17,351	20,000
10-4340-5321-0000	Telephone, Communications, Email	18,607	21,997	21,000	19,887	23,500
10-4340-5325-0000	Postage	73	54	250	200	250
10-4340-5330-0000	Utilities	11,650	12,264	15,000	12,588	15,000
10-4340-5440-0000	Service & Maintenance Contracts	9,310	11,052	12,000	6,000	13,000
10-4340-5491-0000	Dues and Subscriptions	2,081	2,126	2,350	3,000	2,500
	Subtotal	93,991	117,883	117,100	116,458	132,250
<b>MAINTENANCE AND REPAIRS</b>						
10-4340-5352-0000	Equipment	18,760	16,884	15,000	22,620	17,000
10-4340-5353-0000	Vehicle	52,774	47,749	45,000	59,000	50,000
	Subtotal	71,534	64,633	60,000	81,620	67,000
<b>PROGRAMS AND GRANTS</b>						
10-4340-5497-0000	Emergency Management Plan	-	-	-	-	30,000
					-	30,000
<b>CAPITAL OUTLAY</b>						
10-4340-5540-0000	Vehicle	671,866	-	55,735	55,803	
10-4340-5550-0000	Equipment	26,677	206,448	-	-	30,000
10-4340-5550-0000	Equipment (FY 23-24 Self Breath Apparatus )	-	-	37,486	33,844	100,000
10-4340-5550-0000	Gym Equipment	-	-	-	-	6,000
	Subtotal	698,543	206,448	93,221	89,647	136,000
<b>TRANSFER TO CAPITAL RESERVE</b>						
10-4340-5921-0000	Future Fire Truck Reserve	500,000	30,575	25,000	25,000	200,000
10-4340-5921-0000	800 mhz - Radio Replacement	25,000	-	-		6,500
	Subtotal	525,000	30,575	25,000	25,000	206,500
<b>TOTAL FIRE DEPARTMENT EXPENDITURES</b>		<b>2,659,548</b>	<b>1,775,740</b>	<b>1,905,411</b>	<b>1,799,213</b>	<b>2,363,041</b>



# OCEAN RESCUE

## FY 2023-2024

**OCEAN RESCUE DEPARTMENT OPERATING EXPENDITURES**

**GENERAL FUND - 10 / DEPARTMENT DETAIL - 4370**

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>PERSONNEL</b>						
10-4370-5121-0000	Salaries & Wages	122,060	125,326	144,814	132,105	157,973
10-4370-5181-0000	FICA	9,337	9,587	11,078	10,105	12,085
10-4370-5183-0000	Health Insurance Contribution	49	-	-	-	-
	Subtotal	131,446	134,913	155,892	142,210	170,058
<b>PROFESSIONAL SERVICES</b>						
10-4370-5193-0000	Medical & Physicals	935	1,524	1,500	1,524	1,500
	Subtotal	935	1,524	1,500	1,524	1,500
<b>OPERATING</b>						
10-4370-5212-0000	Uniforms	3,976	4,580	4,500	4,934	5,000
10-4370-5250-0000	Vehicle Supplies- Gas & Oil	2,677	3,500	3,200	4,140	3,500
10-4370-5299-0000	Departmental Supplies	4,652	3,731	5,400	2,947	5,400
10-4370-5310-0000	Travel & Training	918	440	800	588	1,000
10-4370-5321-0000	Telephone, Communications , Email	117	149	1,000	350	1,000
10-4370-5340-0000	Printing	630	678	700	630	700
10-4370-5433-0000	ATV Lease	4,361	5,125	5,500	5,439	9,000
10-4370-5491-0000	Dues and Subscriptions	-	-	100	-	-
	Subtotal	17,331	18,203	21,200	19,028	25,600
<b>MAINTENANCE AND REPAIRS</b>						
10-4370-5352-0000	Equipment	1,498	1,216	1,600	1,500	1,800
10-4370-5353-0000	Vehicle	2,312	1,319	2,150	1,242	2,500
	Subtotal	3,810	2,535	3,750	2,742	4,300
<b>CAPITAL OUTLAY</b>						
10-4370-5550-0000	Vehicle -FY 23-24 (replace 2012 Chevy)	-	25,593	-	16,549	50,000
	Subtotal	-	25,593	-	16,549	50,000
<b>TOTAL OCEAN RESCUE DEPARTMENT EXPENDITURES</b>		<b>153,522</b>	<b>182,768</b>	<b>182,342</b>	<b>182,053</b>	<b>251,458</b>



# BEACH NOURISHMENT

FY 2023-2024

**BEACH NOURISHMENT OPERATING EXPENDITURES**

**GENERAL FUND - 10 / DEPARTMENT DETAIL - 4410**

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>PROFESSIONAL SERVICES</b>						
10-4410-5195-0000	Beach Profile Survey	67,612	13,828	60,000	47,135	60,000
	Subtotal	67,612	13,828	60,000	47,135	60,000
<b>OPERATING</b>						
10-4410-5006-0000	Dare County Collection Fee - (BN and MSD)	16,809	16,882	17,000	16,700	15,740
10-4410-5598-0000	Beach Maintenance	-	13,420	50,000	20,000	20,000
	Subtotal	16,809	30,302	67,000	36,700	35,740
<b>DEBT SERVICE</b>						
10-4410-5710-0000	Principal	1,999,800	1,999,800	1,004,086	1,004,086	1,004,086
10-4410-5720-0000	Interest	56,995	71,211	93,982	93,982	73,098
	Subtotal	2,056,795	2,071,011	1,098,068	1,098,068	1,077,184
<b>TRANSFER TO CAPITAL RESERVE</b>						
10-4410-5921-0000	Excess Beach Nourishment Collections	257,817	273,009	239,697	376,679	364,227
	Subtotal	257,817	273,009	239,697	376,679	364,227
<b>TOTAL BEACH NOURISHMENT EXPENDITURES</b>		<b>2,399,033</b>	<b>2,388,150</b>	<b>1,464,765</b>	<b>1,558,582</b>	<b>1,537,151</b>





# PLANNING AND INSPECTIONS

FY 2023-2024

**PLANNING & INSPECTIONS DEPARTMENT OPERATING EXPENDITURES**

**GENERAL FUND - 10 / DEPARTMENT DETAIL - 4910**

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>PERSONNEL</b>						
10-4910-5121-0000	Salaries & Wages	199,305	206,129	220,588	214,513	239,813
10-4910-5181-0000	FICA	14,571	15,076	17,022	15,343	18,437
10-4910-5182-0000	Retirement Contribution	20,306	23,805	27,132	25,932	31,080
10-4910-5183-0000	Health Insurance	44,149	44,597	48,425	47,678	48,717
10-4910-5184-0000	401K	3,761	3,797	4,412	3,825	4,796
	Subtotal	282,092	293,404	317,579	307,291	342,843
<b>PROFESSIONAL SERVICES</b>						
10-4910-5195-0000	Professional Services- Engineering	-	480	2,000	-	2,000
10-4910-5199-0000	Prof . Serv.- contracted Inspections Services	-	-	800	-	800
	Subtotal	-	480	2,800	-	2,800
<b>OPERATING</b>						
10-4910-5212-0000	Uniforms	136	200	200	460	250
10-4910-5250-0000	Vehicle Supplies and Fuel	2,507	1,729	2,500	1,723	3,000
10-4910-5299-0000	Supplies Departmental	1,313	594	2,000	1,090	2,000
10-4910-5310-0000	Travel & Training	1,127	3,807	3,500	6,168	7,000
10-4910-5321-0000	Telephone, communications, Email	1,311	1,406	1,350	1,408	1,400
10-4910-5325-0000	Postage	90	183	2,300	150	200
10-4910-5340-0000	Printing	-	2,006	2,000	1,000	2,000
10-4910-5370-0000	Advertising	386	1,169	500	737	800
10-4910-5440-0000	Service & Maintenance Contracts	4,110	2,000	106,600	80,572	16,000
10-4910-5441-0000	Condemnation & Demolition	-	103	6,265	6,265	-
10-4910-5491-0000	Dues and Subscriptions	1,121	1,086	1,500	200	1,500
10-4910-5693-0000	Homeowner Recovery Fees	972	936	800	1,179	1,000
	Subtotal	13,073	15,219	129,515	100,952	35,150
<b>MAINTENANCE AND REPAIRS</b>						
10-4910-5353-0000	Vehicle	1,768	1,314	2,500	500	2,500
	Subtotal	1,768	1,314	2,500	500	2,500
<b>CAPITAL OUTLAY</b>						
10-4910-5352-0000	Land Use Plan Update	-	-	-	-	-
10-4910-5540-0000	Equipment	-	40,764	-	-	-
	Subtotal	-	40,764	-	-	-
<b>TRANSFER TO CAPITAL RESERVE</b>						
10-4910-5921-0000	Land Use Plan Update	-	-	-	-	3,000
		-	-	-	-	3,000
<b>TOTAL PLANNING &amp; INSPECTIONS EXPENDITURES</b>		<b>296,933</b>	<b>351,181</b>	<b>452,394</b>	<b>408,743</b>	<b>386,293</b>



# PLANNING BOARD

## FY 2023-2024

**PLANNING BOARD OPERATING EXPENDITURES**

**GENERAL FUND - 10 / DEPARTMENT DETAIL - 4980**

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>PERSONNEL</b>						
10-4980-5121-0000	Member Compensation	3,500	4,100	5,000	2,100	5,000
10-4980-5181-0000	FICA	268	314	1,000	175	1,000
	Subtotal	3,768	4,414	6,000	2,275	6,000
<b>PROFESSIONAL SERVICES</b>						
10-4980-5396-0000	Transcriptions	510	1,320	2,000	640	2,000
	Subtotal	510	1,320	2,000	640	2,000
<b>OPERATING</b>						
10-4910-5310-0000	Travel & Training	-	-	500		500
	Subtotal	-	-	500	-	500
<b>TOTAL PLANNING BOARD EXPENDITURES</b>		<b>4,278</b>	<b>5,734</b>	<b>8,500</b>	<b>2,915</b>	<b>8,500</b>



# BOARD OF ADJUSTMENT

FY 2023-2024

# BOARD OF ADJUSTMENT OPERATING EXPENDITURES

## GENERAL FUND - 10 / DEPARTMENT DETAIL - 4990

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	ESTIMATED 6/30/2023	BUDGET FY 23/24
<b>PERSONNEL</b>						
10-4990-5121-0000	Member Compensation	-	200	1,500	-	1,500
10-4990-5181-0000	FICA	-	15	102	-	102
	Subtotal	-	215	1,602	-	1,602
<b>PROFESSIONAL SERVICES</b>						
10-4990-5192-0000	Professional Services Legal	-	-	1,500	-	1,500
10-4990-5396-0000	Contracted Services Transcriptions	-	60	750	-	750
	Subtotal	-	60	2,250	-	2,250
<b>OPERATING</b>						
10-4990-5310-0000	Travel & Training	-	-	250	-	250
10-4990-5370-0000	Advertising	-	-	150	-	150
	Subtotal	-	-	400	-	400
<b>TOTAL BOARD OF ADJUSTMENT EXPENDITURES</b>		-	<b>275</b>	<b>4,252</b>	-	<b>4,252</b>



# CAPITAL RESERVE FUND

FY 2023-2024



# CAPITAL RESERVE FUND REVENUES VS EXPENDITURES

## RESERVE FUND - 21 / DEPARTMENT DETAIL

DEPARTMENT	ACTUAL FY 20/21	ACTUAL FY 21/22	BUDGET FY 22/23	BUDGET FY 23/24
<b>REVENUES</b>				
<i>TRANSFER IN FROM THE GENERAL FUND BY DEPARTMENTS FOR THE FUTURE</i>				
4100 Fiber Optic Phone System Replacement	-	5,000	-	-
4270 Town Parks & Recreation Development	-	-	-	30,000
4270 Town Board Walks and Dock Repairs	8,000	10,000	10,000	50,000
4270 HVAC replacement at Fire Station	-	5,000	10,000	10,000
4270 Caterpillar Backhoe replacement	-	15,000	8,000	8,000
4270 Future side walk US 158	-	-	-	25,000
4270 Upgrade Public Works Building	-	-	-	25,000
4270 Dump Trailer replacement	-	-	-	10,000
4310 Police Department Building	2,000,000	1,000,000	1,083,583	-
4310 Police In car radios	-	-	-	12,000
4340 Future Fire Truck Replacement	500,000	30,575	25,000	200,000
4340 800 mhz - Radio Replacements	25,000	-	-	6,500
4410 Storm Damage/ Beach Nourishment	257,817	273,009	239,697	364,227
4910 Land Use Plan Update	-	-	-	3,000
Interest Earnings	80	4,777	-	-
Capital Reserve Appropriated	-	-	20,000	20,000
<b>TOTAL RESERVE FUND REVENUES</b>	<b>2,790,897</b>	<b>1,343,361</b>	<b>1,396,280</b>	<b>763,727</b>
<b>EXPENSES</b>				
<i>TRANSFER OUT TO THE GENERAL FUND FROM THE RESERVE</i>				
4100 IT Development	5,000	-	-	-
4100 Document Imaging software	-	-	-	20,000
4270 Fuel Storage Tank Replacement	-	29,000	-	-
4310 Police Department Building	-	3,000,000	-	-
4340 Fire Department Truck	704,000	-	-	-
4340 Fire Department Training Equipment	-	30,000	-	-
4340 800 mhz - Radio Replacements	-	25,000	-	-
4410 Storm Damage/Beach Nourishment	497,989	-	-	-
4910 Land Use Plan Update	-	-	20,000	-
<i>TRANSFER TO THE RESERVE FUND FOR FUTURE CAPITAL PROJECTS</i>				
4270 Town Parks & Recreation Development	-	-	-	30,000
4270 Town Wide Boardwalk & Storage Repair	-	-	10,000	50,000
4270 HVAC replacement at Fire Station	-	-	10,000	10,000
4270 Caterpillar Backhoe replacement	-	-	8,000	8,000
4270 Future side walk US 158	-	-	-	25,000
4270 Upgrade Public Works Building	-	-	-	25,000
4270 Dump Trailer Replacement	-	-	-	10,000
4310 New Police Department Station	-	-	1,083,583	-
4310 Police In car radios	-	-	-	12,000
4340 Future Fire Truck Replacement	-	-	25,000	200,000
4340 800 mhz - Radio Replacements	-	-	-	6,500
4410 Storm Damage/Beach Nourishment	-	-	239,697	364,227
4910 Land Use Plan Update	-	-	-	3,000
<b>TOTAL RESERVE FUND EXPENDITURES</b>	<b>1,206,989</b>	<b>3,084,000</b>	<b>1,396,280</b>	<b>763,727</b>

**CAPITAL RESERVE FUND BALANCE**

**RESERVE FUND -21**

Department	Description	Actual FY 21-22	Projected FY 22-23	FISCAL YEAR 2023-2024		
				Transfer in	Transfer Out	Ending Balance
4100	IT Development	49,071	49,071	-	-	49,071
4100	Phone System Replacement	35,000	13,000	-	-	13,000
4100	Document Imaging System	20,000	20,000	-	(20,000)	-
4270	Board Walks and Dock Repairs	34,000	44,000	50,000	-	94,000
4270	Future Sidewalk US 158	254,000	264,000	25,000	-	289,000
4270	Town Park & Recreation Develop.	144,735	144,735	30,000	-	174,735
4270	HVAC Replacement at Fire Station	5,000	5,000	10,000	-	15,000
4270	Caterpillar Backhoe replacement	15,000	23,000	8,000	-	31,000
4270	Upgrade Public Works Building	-	-	25,000	-	25,000
4270	Dump Trailer Replacement	-	-	10,000	-	10,000
4310	Police Department Building	120,000	-	-	-	-
4310	Police in car- radios	-	-	12,000	-	12,000
4340	Fire Truck & Equipment	30,736	-	200,000	-	200,000
4340	800 mhz- Radio Replacements	-	-	6,500	-	6,500
4410	Storm Damage/Beach Nourishment	2,259,880	2,708,886	364,227	-	3,073,113
4910	Land Use Plan Update	20,000	-	3,000	-	3,000
<b>Total</b>		<b>2,987,421</b>	<b>3,271,692</b>	<b>743,727</b>	<b>(20,000)</b>	<b>3,995,419</b>

The Town's formal debt policy is consistent with that contained in North Carolina General Statutes 160-A. 20. This policy states that the issuance of bonds through an installment purchase contract shall be financed for a period not to exceed the anticipated useful life of the project.

Furthermore, it has been the current Town Council's practice to make every effort to avoid debt-service to pay for capital projects or operating expenses in the General Fund. The Town has historically planned and set aside capital reserve funds for the purchase of large capital projects to avoid debt service. The Town has taken the "pay as you go" approach.

The Beach Renourishment 2022 Project which was established by the adoption of Capital Project Ordinance No. 21-01, in which all funds are derived by the special obligation bond and repaid by dedicated revenue sources. This debt is shared between Dare County and the Town of Kitty Hawk through an inter-local agreement with Dare County. Dare County is contributing approximately 31% of the principal and interest payments yearly. The final payment of the initial Beach Nourishment project will be paid in 2026.

FISCAL YEAR 2023/2024							
<b>BEACH NOURISHMENT</b>							
Fund	Project	Loan Origination Date	Original Loan Amount	FY 23/24 Principal & Interest Payments	Outstanding Principal Balance	Expected Pay-Off Date	
Beach Nourishment Fund	2022-Beach Nourishment	12/14/21	5,020,429	1,077,183	3,012,257	12/14/26	
		<b>Total Payments by Fund</b>					
		Beach Nourishment Fund		1,077,183			

**Year Incorporated:** Kitty Hawk was established in the early 18<sup>th</sup> century as Chickahawk. The Town was incorporated in 1981.

**Form of Government:** A five-member Town Council, including a Mayor, is elected at-large to establish policy for the Town. A Town Manager appointed by the Council implements that policy in running the Town's government.

**Geography/Location:** Kitty Hawk is a Town in Dare County North Carolina and is part of what is known as North Carolina's Outer Banks. Kitty Hawk is located on the East Coast of the United States and is part of a string of barrier islands. The Town is surrounded by the Atlantic Ocean to the East and the Albemarle Sound to the West. The Town is nestled between the Town of Southern Shores to the North and Kill Devil Hills to the South.

**Size:** The Town's corporate boundary encompasses 5,248 acres (8.2 square miles), of which 5,235 acres (8.18 square miles) are land and 30.46 acres (.0476 square miles) are water.

**Topography:** The topography of Kitty Hawk is relatively flat, with elevations ranging from 4 to 38 feet above mean sea level (MSL) per the North American Vertical Datum of 1988. The Town is approximately 3 miles wide from the Atlantic Ocean to the Currituck Sound at the widest point and approximately  $\frac{3}{4}$  of a mile wide at its narrowest point.

**Shoreline:** There are approximately 10.7 miles of shoreline in the Town, including 3.6 miles of Atlantic Ocean beach, 3.3 miles of Kitty Hawk Bay shoreline, and 3.8 miles of shoreline fronting the Albemarle Sound.

**Climate:** Kitty Hawk, NC climate is warm during summer when temperatures tend to be in the mid 80's and during winter months temperatures tend to be in the mid 50's.

The warmest month of the year is July with an average maximum temperature of 86.40 degrees Fahrenheit, while the coldest month of the year is January with an average low temperature of 35.80 degrees Fahrenheit.

The annual average precipitation at Kitty Hawk is 51.61 Inches. Rainfall is evenly distributed throughout the year. The wettest month of the year is August with an average rainfall of 5.64 Inches.

### Demographics

According to the 2020 United States Census the Town's total population was 3,689.

#### Population by Age Range

- Under 5 years - 3.6 %
- Under 18 years - 18.3%
- 18 years and over - 81.7%
- 65 years and over - 23.4%

#### Older Population

- 65 to 74 years - 15.8%
- 75 to 84 years - 6.1%8%
- 85 years and over - 1.5%

#### Ancestry

- English - 21.8%
- French - 1.6%
- German – 9.5%
- Irish - 9.6%
- Italian - 11%
- Norwegian - 0.4%
- Polish - 4.4%
- Scottish - 1.4%

#### Language Spoken at Home

- English Only - 92.5%
- Spanish - 6.8%
- Other Indo- European Language - 0.7%

#### Education

Bachelor's Degree or Higher - 36.8%

#### Housing

Total housing units 3,207

#### Families and Living Arrangements

Total households 1,571

#### Income

Median Household Income \$80,172

**G.S. 159-8. Annual balanced budget ordinance.**

- (a) Each local government and public authority shall operate under an annual balanced budget ordinance.
- (b) The budget ordinance of a unit of local government shall cover a fiscal year beginning July 1 and ending June 30.

**G.S. 159-9. Budget Officer.**

- (a) Each local government and public authority shall appoint a budget officer to serve at the will of the governing board. In counties or cities having the manager form of government, the county or city manager shall be the budget officer.

**G.S. 159-10 Budget Requests**

- (a) Before April 30 of each fiscal year (or an earlier date fixed by the budget officer), each department head shall transmit to the budget officer the budget requests and revenue estimates for his/her department for the budget year.

**G.S. 159-11 Preparation and submission of budget and budget message**

- (a) Upon receipt of the budget requests and revenue estimates and the financial information supplied by the finance officer and department heads, the budget officer shall prepare a budget for consideration by the governing board in such form and detail as may have been prescribed by the budget officer of governing board.
- (b) The budget, together with a budget message, shall be submitted to the governing body no later than June 1. The budget and budget message should, but need not, be submitted at the formal meeting of the board.
- (c) The governing body may authorize or request the budget officer to submit a budget containing recommended appropriations in a manner that will reveal for the governing board the nature of the activities supported by the expenditures that exceed estimated revenues.
- (d) The budget officer shall include in the budget a proposed financial plan for each intragovernmental service fund, and information concerning capital projects.
- (e) The budget shall include a statement of the revenue neutral property tax rate for the budget.

**G.S. 159-12 Filing and publication of the budget; budget hearings**

- (a) On the same day that he/she submits the budget to the governing board, the budget officer shall file a copy of it in the office of the clerk to the board where it shall remain available for public inspection until the budget ordinance is adopted.
- (b) Before adopting the budget ordinance, the board shall hold a public hearing at which time any persons who wish to be heard on the budget may appear.

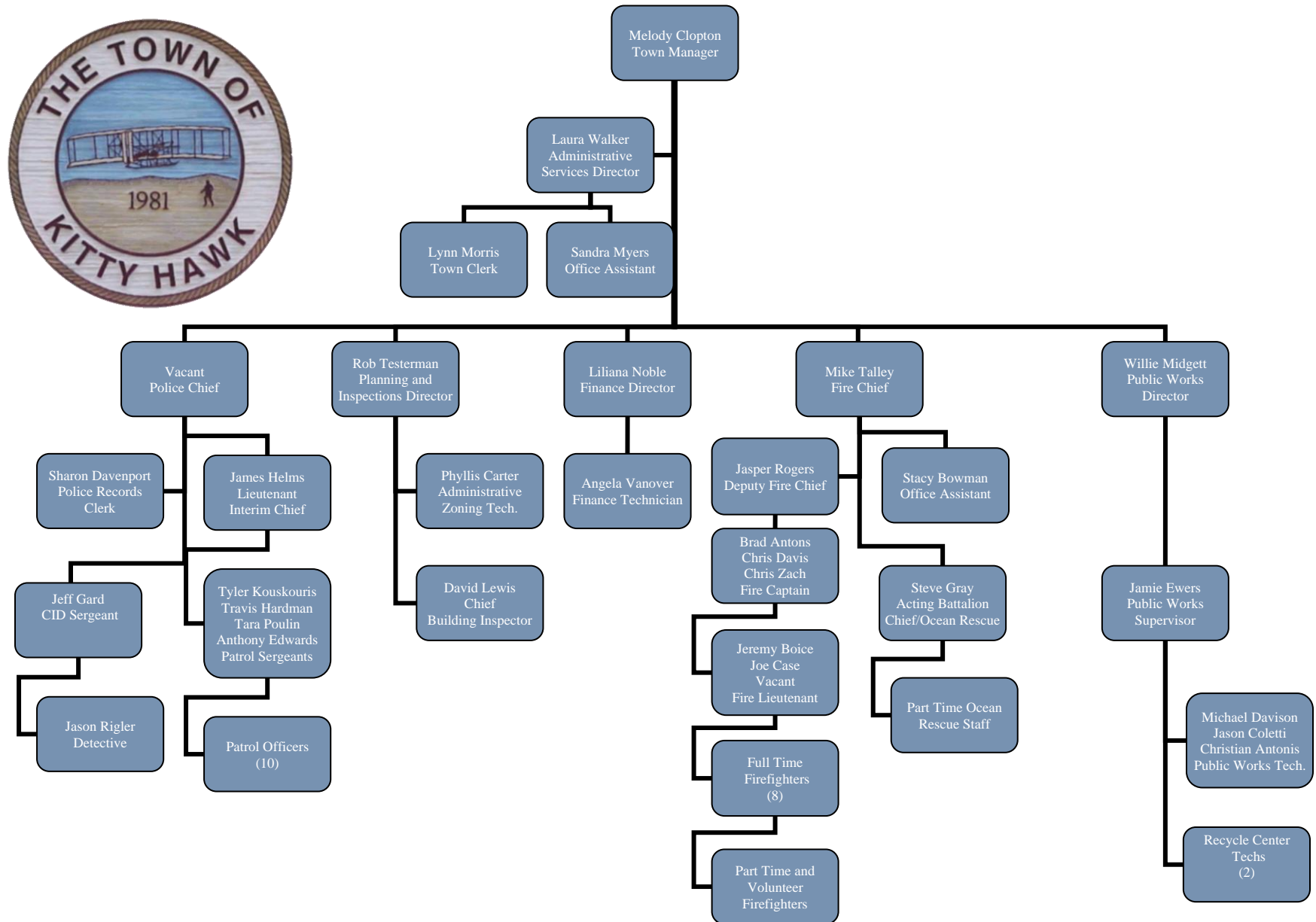
**G.S. 159-13 The budget ordinance**

- (a) Not earlier than 10 days after the day the budget is presented to the board and no later than July 1, the governing board shall adopt a budget ordinance making appropriations and levying taxes for the budget year in such sums as the board may consider sufficient and proper, whether greater or less than the sums recommended by the budget.



**The Town's budget addresses three main types of governmental funds:**

1. **General Fund**, the Town's primary operating fund, containing all financial resources of the general government except those required to be accounted for in another fund.
2. **Capital Reserve Fund**, established to account for long-term capital investment projects and other large purchases anticipated in the future.
3. **Capital Project Fund**, established for the construction or acquisition of capital assets (capital projects) or for projects that are financed in whole or at least in part by bonds, notes, or debt instruments.



<b><u>Grade</u></b>	<b><u>Position</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
55	Public Works Technician Police Records Clerk Office Assistant/Receptionist	\$38,634.54	\$61,265.97
56	Public Works Technician II	\$40,667.93	\$64,490.50
57	Public Works Crew Leader	\$42,808.35	\$67,884.74
58		\$45,061.42	\$71,457.62
59	Police Officer I* Firefighter I Public Works Supervisor	\$47,433.08	\$75,218.54
60	Police Officer II* Firefighter Engineer Administrative Zoning Technician Administrative Records Technician Finance Technician	\$49,929.55	\$79,177.42
61	Police Officer III* & Master Police Officer Master Firefighter	\$52,557.42	\$83,344.65
62	Detective I & II Fire Lieutenant	\$55,323.61	\$87,731.21
63	Police Sergeant I & II Fire Captain Ocean Rescue Director **	\$58,235.37	\$92,348.64
64	Building Official Town Clerk**	\$61,300.39	\$97,209.09

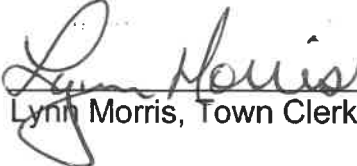
*\*Position starting pay is above Step 1 on Pay Scale*

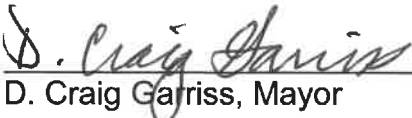
*\*\*Exempt position as defined by the Fair Labor Standards Act (FLSA)*

<u>Grade</u>	<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
65		\$64,526.73	\$102,325.36
66	Police Lieutenant	\$67,922.87	\$107,710.91
67		\$71,497.76	\$113,379.90
68		\$75,260.80	\$119,347.27
69	Finance Director** Administrative Services Director** Deputy Fire Chief **	\$79,221.90	\$125,628.70
70	Director of Planning and Inspections** Public Works Director**	\$83,391.47	\$132,240.74
71	Police Chief ** Fire Chief**	\$87,780.50	\$139,200.78
72	Town Manager**	\$92,169.52	\$146,160.82

Approved by the Kitty Hawk Town Council this 5<sup>th</sup> day of June 2023.



  
Lynn Morris, Town Clerk

  
D. Craig Garriss, Mayor

**Approved Positions for  
FY 2023-2024**

Department	Full-Time	Part-Time
Administration	4	0
Finance	2	0
Planning & Inspections	3	0
Public Works	5	2
Police	18	2
Fire	16	6
<b>Total</b>	<b>48</b>	<b>10</b>

**Longevity Awards**

<b>Total</b>	<b>\$1,000.00</b>
<b>Last Year Longevity Award</b>	<b>\$8,000</b>
<b>Total Change</b>	<b>-\$7,000</b>

**Retiree Insurance**

**Retiree Health Insurance Payments for FY 2023-2024**

	Health	Life	Total
<b>Total</b>	<b>\$106,723.56</b>	<b>\$288.00</b>	<b>\$107,011.56</b>

**Separation Allowance**

**Separation Allowance 2023-24**

	Monthly	Annual
<b>Total</b>	<b>\$11,220.72</b>	<b>\$134,648.54</b>

Item	Fee
<b>Town Merchandise</b>	
Town of Kitty Hawk Hats	\$19.00
Town of Kitty Hawk License Plates	\$8.50
Town of Kitty Hawk Police Patch	\$5.00
Town of Kitty Hawk Fire Department Patch	\$5.00
Town Flag	\$85.00
Town 25th Anniversary Cookbook	\$9.00
<b>Town Documents</b>	
Copies from Town Copy Machine	\$0.25 per page
Zoning Maps	\$3.25
Town Budget Copy	\$10.00
Fire Incident Report (First Copy Free)	\$0.10/page for additional copies
<b>Town Miscellaneous Fees</b>	
Smith Room Rental Fee	\$30.00
Fire Department Meeting Room	\$30.00
Special Meeting /Town Council	\$825.00
Horse Registration Initial Fee	\$30.00
Horse Registration Annual	\$10.00 per horse
Dune Sign	\$31.00
Road Sign Repair	\$250.00
Christmas Tree Lot Permit	\$100.00 Refundable Permit
<b>Police Department</b>	
Accident Report \$5.00	\$5.00
False Alarm -1 <sup>st</sup> Call in a Month	No charge
False Alarm -2 <sup>nd</sup> Call in a Month	\$50.00
False Alarm- 3 <sup>rd</sup> Call in a Month and subsequent calls	\$100.00
Kayak Permits(Annually)	\$300.00
Annual Fee for Precious Metal Permit	\$180.00
Employee Permit for Precious Metal (initial)	\$10.00
Employee permit for Precious Metal (annual)	\$3.00
Special Occasion Permit	\$180.00
Video from In Car Camera	\$15.00
Handicapped Parking Violation	\$100.00
All other Parking Violations	\$25.00

Item	Fee
<b>Fire Department</b>	
Fire Inspection-1 <sup>st</sup> Inspection	No Charge
Fire Inspection-1 <sup>st</sup> Follow –up	No Charge
Fire Inspection-2 <sup>nd</sup> Follow –up	\$50.00
Fire Inspection- 3 <sup>rd</sup> and subsequent follow-ups	\$100.00
False Alarm-1 <sup>st</sup> Call in a Month	No Charge
False Alarm-2 <sup>nd</sup> Call in a Month	\$50.00
False Alarm-3 <sup>rd</sup> Call in a Month and Subsequent Calls	\$100.00
Hazardous Materials Fee (per hour)	\$190.00
Water Flow Test	\$250.00
Witness Water Flow Test	\$50.00
<b>PLANNING PERMIT AND FEES</b>	
<b>General Planning Fees</b>	
Zoning Compliance - Residential	\$50.00
Zoning Compliance – Commercial	\$100.00
Type I Home Occupation Fee	\$50.00
Type II Home Occupation Permit	\$100.00
Outdoor Gathering Permit Fee	\$50.00
Outdoor Gathering Permit Fee with Tent	\$75.00
Planning Board Special Meeting	\$825.00
Short Term Business Registration	\$10.00
<b>Pre-application Conference</b>	
Pre-Planning Application	\$255.00
PCD/PUD	\$535.00
BC3	\$0.15/sq. ft. of building
<b>Site Plans</b>	
Commercial	\$150 minimum, or: calculated area of proposed change
Heated Area	\$0.50 /sq ft
Unheated area	\$0.30 /sq ft
Parking Lot	\$0.02 /sq ft
All other new development not included elsewhere, excluding open decks and walkways	\$0.30/sq ft
<b>Multifamily/Townhouse/Hotel/Motel</b>	\$125/unit
<b>Garbage/Trash can fee</b>	1 Can (<3 br)-\$125.00 2 Cans (4 to 6 br)-\$215.00 3 Cans (7 to 9 br)-\$300.00



Item		Fee
<b>Special Use Permits</b>		
	Special Use Permit	\$300.00
	SUP-Family Dare Care	\$50.00
	SUP-Residence in a Commercial Zone	\$25.00
<b>Subdivision Plan Review</b>		
	Subdivision	\$100.00/lot
	Exempt Subdivision	\$50.00/lot
<b>Erosion and Sediment Control</b>		
	Land Disturbance Permit (less than 5,550 sq ft of disturbance)	\$50.00
	Residential Erosion and Sedimentation Control Permit (5,500 sq. ft. or greater)	\$100.00
	Commercial Erosion and Sedimentation Control Permit (5,500 sq. ft. or greater)	\$0.05/sq. ft. of disturbed area, \$1,000 maximum
<b>Signs</b>		
Zoning	New Sign	\$50.00
	Temporary Sign /Banner	\$25.00+\$50.00 deposit
	Change of sign Face	\$25.00
Building	New Sign w/o electric	\$55.00
	New Sign w/electric	\$110.00
<b>Zoning Text/Map Amendment</b>		
	Zoning Text Amendment	\$250.00
	Map Amendment (Rezoning)	\$300.00
<b>Wireless Communication Facility Review</b>		
	Concealed attached WCF	\$4,500.00
	Collocated or combined WCF	\$4,500.00
	Freestanding Concealed WCF	\$5,000.00
	Non-concealed Freestanding WCF	\$6,000.00
<b>Board of Adjustment</b>		
	Variance Request	\$300+ Advertising Cost
	Variance after the fact	\$510.00
	Appeal of Zoning Decision	\$300.00
<b>CAMA</b>		
	CAMA Minor Permit	\$100.00
<b>Refund Schedule – Planning</b>		
	Pre-Planning Board Review	\$75% refund

Item	Fee
If planning Board has begun review	\$50% refund
Pre-Council Review	\$25% refund
<b>Miscellaneous Permits and Fees</b>	
Sprinkler System	\$100.00
Fire Suppression	\$100.00
Battery Systems	\$50.00
Compressed Gasses	\$50.00
Fire Alarm & Detection Systems and related Equipment	\$100.00
Fire Pumps and Related Equipment	\$100.00
Flammable and Combustible liquids	\$50.00
Hazardous Materials	\$50.00
Industrial Ovens	\$50.00
Private Fire Hydrants	\$50.00
Spraying or Dipping	\$50.00
Standpipe Systems	\$100.00
Irrigation Systems Building Permit	\$100.00
Type I Home Occupation Fee	\$50.00
<b>NOTE: Double fees will apply to all permits if work has commenced prior to an application approval.</b>	
<b>Building Permit Fees</b>	
Building permit valuations shall include cost of the job (including materials and labor) such as building, electrical, plumbing, mechanical, gas, fire protection and other service systems. If a job appears to be underestimated, the inspector may estimate the proposed work at fair market rates. One and /or two-family dwellings shall be estimated at a minimum of \$85.00 per square foot, for permitting purposes. Minimum 24 hours requested for inspections.	
1.First \$1,000 of estimated cost (minimum fee)-\$55.00, plus per \$1,000 after the first (round up to the next (\$1,000) (\$5.00/\$1,000)	
2.Above –ground Swimming Pool	\$100 plus cost of electric
3.Building Demolition – Per Building	Residential \$100.00 Commercial \$200.00
4.Day Care, ABC License, inspections, etc.	\$75.00
5.Moving a Building and/or Approved, labeled Modular Unit	\$350.00
6.Manufactured mobile home (includes building, electrical, plumbing and mechanical fees	Single Wide \$250.00 Double Wide \$300.00
<b>Insulation</b>	
1.Minimum permit fee applies to each dwelling	\$55.00/unit and/or tenant space
<b>Plumbing</b>	
1.Minimum Permit fee applies to each dwelling unit and/or tenant space	\$55.00, plus \$5.00 per fixture, trap or similar device.

Item	Fee
<b>Gas</b>	
1.Minimum permit fee applies to each dwelling unit/or tenant space	\$55.00, plus \$5.00 per gas outlet/connection
<b>Mechanical</b>	
1.Walk-in cooler or freezer; Commercial cooking	\$75.00/hood
2.Heating, air conditioning and /or combination unit Change Out	\$75.00 per unit, plus per fire, radiation and/or smoke damper-\$5.00
3. New HVAC Installation (Not New Construction)	\$55.00 plus electrical
3.Minimum Permit Fee	\$55.00 plus Non-walk in cooler, freezer, and/or other equipment
<b>Electrical</b>	
1.Temporary Service	\$55.00
2.Temporary Service w/construction site trailer	\$100.00
3.Approved/Labeled Modular (per service size)	Per service size
4.0-200 Ampere Service	\$75.00 plus \$0.50 per ampere above 200.00
5.Minimum permit fee	\$55.00, plus (waive minimum permit fee, if associated work is [performed in conjunction with new service and /or service change])
5a.Openinings 1-100 receptacle, switches or fixtures	\$35 plus \$0.10 for each additional opening over 100
5b. Sub-panel , Transformer, Generator	\$50.00 each
5c. Baseboard heaters (per thermostat) Signs, Fuel dispensers, "freestanding" per parking light poles, Manufactured Home Pedestals	Minimum + \$6.00 each
5d. In-ground swimming pools & solar panels	Minimum + \$10.00
5e. Exhaust fans/hood, range, oven, dryer, dishwasher, garbage disposal, water heater, spa, hot tub, whirlpool, window A/C, Thru the wall heat pump, motor and other equipment/machinery, etc.	\$6.00 each
<b>NOTE: In addition to each individual service, applicable items a-e also apply to each dwelling unit and/or tenant space.</b>	
<b>Administrative and /or Negligence Fees - Building</b>	
Permit Refund	\$55.00 processing fee
Permit Renewal	\$100.00
Permit Transfer	\$100.00
Re-Inspections Fee	\$55.00
Negligence Fee	\$100.00/trade
Work Without Permit	\$Double Permit Fees

Item	Fee
Stop Work Order Fee	50.00
Homeowner Recovery fee	\$10.00
Commercial Change of Use	\$55.00
Flood Insurance Certification	\$25.00 each
Condemnation Inspection in Association with NFIP	\$75.00

*See list of acronyms used in this document at end of glossary.*

**Appropriation** – Funds authorized by Town Council for a specific use.

**Assessed Value** – The value set by the County Property Appraiser on taxable real property as a basis for levying property taxes.

**Balanced Budget** – A budget in which total revenues available from taxes and other sources, including amounts carried over from prior fiscal years, equal total expenditures and reserves. North Carolina Law requires municipalities to have balanced budgets.

**Beach Nourishment** - is the process of dumping or pumping sand from elsewhere onto an eroding shoreline to create a new beach or to widen the existing beach. Beach nourishment does not stop erosion, it simply gives the erosional forces (usually waves) something else to "chew on" for a while.

**Budget** – A financial plan estimating proposed expenditures for the fiscal year and proposed means of financing such expenditures.

**Budget Calendar** – A schedule of dates the Town follows in preparing and adopting the budget.

**Capital Expenditures** – Expenditures over \$5,000 which acquire or add to capital assets, such as land, buildings, improvements other than buildings, machinery, furniture, equipment, etc.

**Capital Improvements Plan (CIP)** – A financial plan for the construction or purchase of infrastructure, facilities, equipment, vehicles, and technology assets needed over the next five years.

**Capital Reserve Fund** – A fund used to account for long-term Capital Projects

**Classification Plan** - A tool in implementing a compensation system that helps ensure equal pay for substantially equal work.

**Fund** – A separate set of accounts with revenues and expenditures for a defined purpose.

**Fund Balance** – The amount of revenues exceeding expenditures in a governmental fund. The fund balance in the Town's General Fund constitutes the Town's reserves.

**Fund Balance Policy** – Funds in the City's reserves committed to unforeseen emergencies (e.g., natural disasters) and other non-routine expenditures formally approved by Council.

**General Fund** – The Town’s primary operating fund, containing all financial resources of the general government except those required to be accounted for in another fund.

**Municipal Service District** - A municipal service district, commonly referred to as a Business Improvement District, is a financing mechanism used to provide revenue for a variety of services that enhance, not replace, existing Town services

**Operating Expenses** – Expenditures for goods and services needed to run the Town’s day-to-day operations.

**Ordinance** – A formal legislative enactment by the Town Council which has the full force and effect of law within the Town’s boundaries, provided it does not conflict with any higher-level law such as a statute or constitutional provision.

**Personnel Expenditures** – Salaries and wages, overtime, shift differential, Social Security and retirement contributions, life and health insurance, workers’ compensation, unemployment compensation, and State-mandated training.

**Property (Ad Valorem) Tax** – A tax levied on the tax-assessed value of real property.

**Reserves** – Funds set aside for emergencies, unforeseen necessary expenditures, or identified for a specific purpose.

**Revenues** – Money coming in from various sources to fund expenditures.

**Tax Rate** – A tax levied on the assessed value of real property and personal property located within the Town, determined by multiplying the tax-assessed value by the tax rate set by the Town Council.

**Transfers** – Monies shifted from one fund (where it is shown as an expenditure) into another fund (where it is shown as revenue).

**Acronyms Used Throughout This Document:**

**ABC** - Mixed Beverage Tax

**BN** – Beach Nourishment

**BN MSD** – Beach Nourishment Municipal Service District

**CAMA** – Coastal Area Management Act

**CIP** – Capital Improvements Plan

**DNR NC** – Department of Natural Resources North Carolina

**FY** – Fiscal Year

**FICA** – Federal Insurance Contributions Act (federal payroll tax)

**GHSP** – Governors Highway Safety Program

**GCC** – Governor’s Crime Commission

**HDHP** – High Deductible Health Plan

**IT** – Information Technology

**NCVTS** – North Carolina Vehicle Transportation System

**NCLGERS** – North Carolina Local Governmental Employees’ Retirement System

**MSD** – Municipal Service District

**RMS** – Records Management System

**SCBA** - Self Contained Breathing Apparatus

# Town of Kitty Hawk Five-Year Capital Improvements Plan FY 2023 to 2028



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## Introduction

### What is a Capital Asset/Project

For Kitty Hawk's purposes, a capital asset/project is an asset/project or item that costs over \$5,000 and has an expected useful life of more than two years. Projects and items exceeding this threshold are considered to be outside of day-to-day operating expenditures for the Town's departments. These are major projects or purchases and need to be planned for by the Town.

### The Importance of Capital Budgeting

Capital budgeting is an extremely important planning tool in the overall budgeting process of any organization. Capital budgeting requires foresight and encourages each department, and the organization as a whole, to think about and plan for future needs and resources. In the atmosphere of shrinking resources and growing demand on those resources that many local governments are now facing, capital budget planning is more important than ever.

### Identifying Capital Projects

The Town of Kitty Hawk uses a variety of means to determine what projects are included and funded as capital projects. Most often, the Town's staff identifies capital projects based on projected growth or anticipated outcomes. The Town also uses master plans to identify capital projects. Each of these sources is discussed below in greater detail.

**Staff** - Each year prior to the Town's budget development process, each department submits a five-year capital improvement plan identifying needed capital projects.

**Vehicle Replacements** are identified according to the Town's vehicle replacement policy. The vehicle replacement policy in previous fiscal years has been that the vehicle has to meet one or more of the following criteria: (1) Mileage exceeds 100,000 miles; (2) Exceeds ten (10) years of age; and/or (3) high vehicle maintenance and repair.

Based on experience with our fleet and recommendations from our departments, we are proposing an updated vehicle replacement policy to reflect the following: (1) Mileage exceeds 80,000; (2) exceeds eight (8) years of age; and/or (3) high vehicle maintenance and repair. Prior to being replaced, all vehicles will be assessed to determine if they have additional years of useful life.

In addition, we would like to adopt into policy, the maximum useful life span of a Fire Truck to be 25 years of age.

**Master Plans** - Master plans are another way to determine the future needs of a department or of the Town as a whole. These plans can be prepared by consulting firms or by Town staff often with significant input from citizens. Once the plans are completed, they are forwarded to the Town Council for consideration and adoption.

### **Funding for Capital Needs**

The Town has several options to pay for capital projects. The Town may use operating revenues, grant funds, capital reserves, installment purchase contracts, or available fund balance. While this is not an exhaustive list of funding options, as projects are needed, other funding sources may need to be identified and explored. Each of these options is discussed below in greater detail.

1. **Operating Revenues** - Operating revenues are revenues that are generated on an annual basis and are expended by the Town for day-to-day operations.
2. **Grants** - Grant funds, when available and applied for, are a way to pay for capital projects. There are a multitude of grant opportunities for a wide variety of projects.
3. **Capital Reserves** - Capital reserves are monies that are set aside specifically for future funding of larger capital items. These funds may be assigned for capital needs, or unassigned, which means that they may be used for any capital expenditure upon approval by Council. To establish a Capital Reserve, the Council will need to pass a resolution.
4. **Capital Project and Grant Project Ordinances** - A Capital Project is financed in whole or part by bond proceeds, notes, or other debt instruments or a project involving the construction or acquisition of a capital asset. A grant project is one which is “financed in whole or in part by revenues received from the federal and/or State government for operation or capital purposes as defined by the grant contract” [G.S. 159-13.2(s)(2)]. A grant or project ordinance is a budget ordinance covering the revenue and expenditures related to a particular project without regard to time.

These types of ordinances, which take the place of an annual budget ordinance for the activities in question, are best suited for large, complex projects that will take more than one fiscal year to complete or are not part of the unit’s recurring operations and expenditures.

5. **Installment Purchase Contracts** - Installment purchase contracts are a local government’s means to finance the purchase of equipment or infrastructure. The Town borrows money from a lender in order to pay for a project and then pays the principal plus any interest back to the lender. The term of the contract will typically depend on the size and cost of the project.

6. **Fund Balance** - The Town may also decide to allocate available fund balance in order to fund a project. Fund balance represents the Town's "savings account". It is important that the use of the fund balance to pay for projects is closely monitored along with cash flows for the Town to maintain an adequate percentage of annual expenses in fund balance. Maintaining a healthy fund balance is essential to the overall financial condition of the Town and its financial ratings. The availability and use of fund balance is also critical to recovering from natural disasters when the need for resources and services is at its highest and revenues from FEMA or state agencies are not reimbursed until a later date. The Town's policy is to maintain at least \$3.5 million in the fund balance for natural disasters or extraordinary events.

## Capital Reserve Fund Balance

CAPITAL RESERVE FUND BALANCE						
RESERVE FUND -21						
Department	Description	Actual FY 21-22	Projected FY 22-23	FISCAL YEAR 2023-2024		
				Transfer in	Transfer Out	Ending Balance
4100	IT Development	49,071	49,071	-		49,071
4100	Phone System Replacement	35,000	13,000	-		13,000
4100	Document Imaging System	20,000	20,000	-	(20,000)	-
4270	Board Walks and Dock Repairs	34,000	44,000	50,000	-	94,000
4270	Future Sidewalk US 158	254,000	264,000	25,000	-	289,000
4270	Town Park & Recreation Develop.	144,735	144,735	30,000	-	174,735
4270	HVAC Replacement at Fire Station	5,000	5,000	10,000	-	15,000
4270	Caterpillar Backhoe replacement	15,000	23,000	8,000	-	31,000
4270	Upgrade Public Works Building	-	-	25,000	-	25,000
4270	Dump Trailer Replacement	-	-	10,000		10,000
4310	Police Department Building	120,000	-	-	-	-
4310	Police in car- radios	-	-	12,000	-	12,000
4340	Fire Truck & Equipment	30,736	-	200,000	-	200,000
4340	800 mhz- Radio Replacements	-	-	6,500	-	6,500
4410	Storm Damage/Beach Nourishment	2,259,880	2,708,886	364,227	-	3,073,113
4910	Land Use Plan Update	20,000	-	3,000	-	3,000
	<b>Total</b>	<b>2,987,421</b>	<b>3,271,692</b>	<b>743,727</b>	<b>(20,000)</b>	<b>3,995,419</b>

The spreadsheet above is a detailed description of funds that have been set aside in previous years for future capital purchases and a projection of ending fund balances in FY 2023/2024. These funds are restricted for the identified purpose listed. These funds help offset the cost of large capital purchases and provide a financial planning tool for the Town. These funds can be reassigned, however, and would require approval by the Town Council.

5 YEAR CAPITAL IMPROVEMENTS PLAN						
Department Project Description	Funding	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
<b>Non-Departmental (4100)</b>						
No Requests		-	-	-	-	-
<b>Total</b>		-	-	-	-	-
<b>Administration (4120)</b>						
Document Scan Software Implementation - Laserfiche	operating	20,000	-	-	-	-
<b>Total</b>		<b>20,000</b>	-	-	-	-
<b>Finance (4130)</b>						
No Requests		-	-	-	-	-
<b>Total</b>		-	-	-	-	-
<b>Public Works (4270)</b>						
Dump Trailer Replacement	transfer to Reserve	10,000				
Town parks and recreation Development	transfer to Reserve	30,000				
Future Sidewalk US 158	transfer to Reserve	25,000	25,000	25,000		
Town Hall Septic Replacement			20,000	-	-	-
Fire Department - Exterior Paint			30,000	-	-	-
Vehicle Replacement(s)			40,000	-	40,000	
Boardwalk and Docks Repair	transfer to Reserve	50,000	10,000	10,000	-	-
Upgrade Public Works Building	transfer to Reserve	25,000	25,000	25,000	25,000	25,000
Mower Replacement		-	-	-	-	12,000
HVAC Replacements Fire Station	transfer to Reserve	10,000	10,000	10,000	10,000	10,000
Replacement Caterpillar Backhoe	transfer to Reserve	8,000	8,000	8,000	8,000	8,000
<b>Total</b>		<b>158,000</b>	<b>168,000</b>	<b>78,000</b>	<b>83,000</b>	<b>55,000</b>
<b>Police (4310)</b>						
Police Equipment	operating	109,400	51,000	51,000	34,000	34,000
In car radios	transfer to Reserve	12,000	12,000	12,000	12,000	12,000
Vehicles Replacement(s)	operating	129,000	120,000	120,000	80,000	80,000
<b>Total</b>		<b>250,400</b>	<b>183,000</b>	<b>183,000</b>	<b>126,000</b>	<b>126,000</b>
<b>Fire (4340)</b>						
Self Contained Breathing Apparatus	operating	100,000	-	-	35,000	
Gym Equipment	operating	6,000	-	-	6,000	
Bunker Gear Replacement		-		25,000	-	
Replacement Fire Truck	transfer to Reserve	200,000	200,000	200,000	200,000	200,000
Fire Equipment	operating	30,000	65,000	30,000	30,000	25,000
Vehicle Replacement			50,000	-	50,000	50,000
800mhz radio replacement	transfer to Reserve	6,500				
Security - Fire Station			15,000			
<b>Total</b>		<b>342,500</b>	<b>330,000</b>	<b>255,000</b>	<b>321,000</b>	<b>275,000</b>
<b>Ocean Rescue (4370)</b>						
Replace/Update Radio Equipment			20,000			
Truck Replacement	operating	50,000	-	-	-	60,000
Jet Ski Replacement			-	-	-	20,000
<b>Total</b>		<b>50,000</b>	<b>20,000</b>	-	-	<b>80,000</b>
<b>Planning (4910)</b>						
Update Land Use Plan	transfer to Reserve	3,000	3,000	3,000	3,000	
<b>Total</b>		<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	-
<b>Powell Bill Funds</b>						
Streets Resurfing Project	operating	130,000	130,000	130,000	130,000	
<b>Total</b>		<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	-
<b>TOTAL 5 YEAR CIP EXPENDITURES</b>		<b>953,900</b>	<b>834,000</b>	<b>649,000</b>	<b>663,000</b>	<b>536,000</b>

**Capital Improvements Plan  
Department Project Requests  
Fiscal Year 2023/2024 to 2027/2028**

**Administration Department**

**Document Scanning and Storage Software Implementation**

**Project/Item Description:** Provide document scanning and archiving services for Town documents

**Justification:** This software will preserve the Town's documents and allow public access to all available documents.

**Estimated Cost:**      FY 2023-2024      \$20,000

**Funding:**      Operating Revenue

**Finance Department**

**No Requests**

**Public Works Department**

**Dump Trailer Replacement**

**Description of the Project or Item(s):** Replace dump trailer

**Justification:** The Dump trailer is nearing the end of its useful life and in disrepair.

**Estimated Cost:**      FY 2024-2025      \$10,000

**Funding:**      Transfer to Reserve

### **Town Parks and Recreation Development**

**Description of the Project or Item(s):** Develop additional recreational opportunities within the Town

**Justification:** During the Town's Land Use Plan update residents provided feedback they would like to enjoy enhanced recreational activities focused on the Town's natural resources.

**Estimated Cost:**        FY 2023-2024        \$30,000

**Funding:**                Transfer to Reserve

### **Upgrade Public Works Building**

**Description of the Project or Item(s):** Expand Public Works Building for additional storage

**Justification:** As the Town grows, the Public Works department will also grow. They have identified a need for increased space and equipment storage and would like to add a modest addition to their current building.

**Estimated Cost:**        FY 2023-2024        \$25,000  
                                 FY 2024-2025        \$25,000  
                                 FY 2025-2026        \$25,000  
                                 FY 2026-2027        \$25,000  
                                 FY 2027-2028        \$25,000

**Funding:**                Transfer to Reserve

### **Future Multi-Use Path – HWY 158**

**Description of the Project or Item(s):** Town's portion of NCDOT Multi-Use Path Project

**Justification:** In fiscal year 2025, NCDOT is making plans to move forward with a plan to construct a multi-use path starting at Cypress Knee Trail and connecting with the sidewalk at the Kill Devil Hills line. The Town's portion will be 20% of the \$1,500,000 cost. We intend to explore grant opportunities for this project but want to be able to fund it if a grant is not available.

**Estimated Cost:**        FY 2023-2024        \$25,000  
                                 FY 2024-2025        \$25,000  
                                 FY 2025-2026        \$25,000

**Funding:**                Transfer to Reserve

### **Paint Exterior of Fire Station**

**Project/Item Description:** Paint the exterior of the Firehouse

**Justification:** The exterior of the Fire Station will need painting due to the extremes of the salt air. The steel roof supports have already been repainted by the Public Works Dept. Rust is beginning to show on the steel.

**Estimated Cost:**        FY 2024-2025        \$30,000

**Funding:**                Operating Revenue

### **Town Hall Pump Station/Drain Field**

**Project/Item Description:** Rebuild/replace existing sewage pumps and replace drain field

**Justification:** The current pumps/drain field have been in service since 1989. The company responsible for inspecting the system recently inspected the drain field and deemed it to be operating properly. Therefore, the Town continues to fund its future replacement when necessary.

In 2019 Public Works constructed a manhole and access panel in the existing system to aid in the removal of persistent pipe clogs being experienced in the plumbing system.

**Estimated Cost:**        FY 2024-2025        \$20,000

**Funding:**                Operating Revenue

### **Vehicle Replacement(s)**

**Project/Item Description:** Truck Replacement(s)

**Justification:** Projected high mileage and maintenance costs indicate a need to replace the vehicle. In addition, the vehicles usually have substantial rust due to the environment by the 8-year policy replacement threshold.

**Estimated Cost:**        FY 2024-2025        \$40,000  
                                 FY 2026-2027        \$40,000

**Funding:**                Operating Revenue

### **Boardwalk & Dock Repairs**

**Description of the Project or Item(s):** Boardwalk & Dock Repairs

**Justification:** The Town has multiple parks that are constructed of wood material that are beginning to age. These structures will need to be repaired or replaced at some point in time in the future as needed. The budgeting for this reserve recognizes that these repairs will be needed in the future.

<b>Estimated Cost:</b>	FY 2023-2024	\$50,000
	FY 2024-2025	\$10,000
	FY 2025-2026	\$10,000

**Funding:** Transfer to Reserve

### **Mower Replacement**

**Description of the Project or Item(s):** Replace Mower

**Justification:** The Town must maintain rights-of-way and Town property requires a mower in good working condition. The current mower will be 10 years of age and at the end of its useful life.

<b>Estimated Cost:</b>	FY 2027-2028	\$12,000
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**Funding:** Operating Revenue

### **HVAC Replacements Fire Station**

**Description of the Project or Item(s):** The Fire Station has five (5) commercial HVAC units. Units are currently operational but will require replacement in future

**Justification:** Age of Fire Station will require HVAC replacement at some point in the future.

<b>Estimated Cost:</b>	FY 2023-2024	\$10,000
	FY 2024-2025	\$10,000
	FY 2025-2026	\$10,000
	FY 2026-2027	\$10,000
	FY 2027-2028	\$10,000

**Funding:** Transfer to Reserve



### **Backhoe Replacement Reserve**

**Description of the Project or Item(s):** Replace 2007 Caterpillar Backhoe

**Justification:** Backhoe will be 20 years old in 2027.

<b>Estimated Cost:</b>	FY 2023-2024	\$8,000
	FY 2024-2025	\$8,000
	FY 2025-2026	\$8,000
	FY 2026-2027	\$8,000
	FY 2027-2028	\$8,000

**Funding:** Transfer to Reserve

### **Police Department**

#### **Police Equipment**

**Description of the Project or Item(s):** In-car radios and other equipment for vehicles

**Justification:** The Kitty Hawk Police Department's In-Car Camera Systems are currently on a five-year replacement rotation. This rotation is due to the extreme environment of heat, cold, salt and sand that these systems are exposed to, as well as the periodic technological updates in hardware and software. It is in the best interest of the Town from a liability, as well as financial standpoint, to maintain this rotation schedule. Also, the Town must also replace bullet proof vests that have expired. Expenses may be deferred by funds received from the Governor's Highway Safety Program LEL Grant and other grants.

<b>Estimated Cost:</b>	FY 2023-2024	\$121,400
	FY 2024-2025	\$63,000
	FY 2025-2026	\$63,000
	FY 2026-2027	\$46,000
	FY 2027-2028	\$46,000

**Funding:** Operating Revenue

## **Police Patrol Vehicle Rotation**

**Description of Project:** Replacement of Police Vehicles

**Justification:** The present policy for replacement of Police vehicles is based upon one or more of the following criteria: (1) Mileage exceeds 80,000 miles; (2) Exceeds eight (8) years of age; and/or (3) High vehicle maintenance and repair. It is anticipated as many as three (3) vehicles can be replaced on an annual basis. The amounts include decals and cost of installing equipment along with laptops.

The Police Department evaluates the condition of the vehicles with the Town Manager on an annual basis and desires to maintain the rotation of the vehicles so there exists an efficient and operational fleet to provide the maximum amount of public safety.

<b>Estimated Cost:</b>	FY 2023-2024	\$129,000 (3 patrol vehicles)
	FY 2024-2025	\$120,000 (3 patrol vehicles)
	FY 2025-2026	\$120,000 (3 patrol vehicles)
	FY 2026-2027	\$ 80,000 (2 patrol vehicles)
	FY 2027-2028	\$ 80,000 (2 patrol vehicles)

**Funding:** Operating Revenue

## **Fire Department**

### **Self-Contained Breathing Apparatus (SCBA) Replacement Program**

**Description of the Project or Item(s):** The department needs to replace its SCBA equipment as it will not be able to pass inspection in the near future. Previously, the Town had been trying to replace several units each year. This practice is no longer effective as it prohibits the department from qualifying for grant funds to purchase this equipment. This will provide 10 SCBA units, 20 cylinders and 10 facepieces

**Justification:** This meets current and future employer requirements specified in OSHA standards for respiratory protection and safety of employees.

<b>Estimated Cost:</b>	FY 2023-2024	\$100,000
	FY 2026-2027	\$ 35,000

**Funding:** Operating Revenue

## **Gym Equipment**

**Description of the Project or Item (s):** The Fire Department has a health maintenance program supported by gym equipment

**Justification:** The Department is attempting to maintain the gym facility at the Fire Department by updating pieces of gym equipment as needed. The equipment is utilized by the Fire Department and other Town employees to improve the overall health and conditioning of Town employees. These types of purchases aid in lowering the employee health care costs to the Town by encouraging physical fitness.

<b>Estimated Cost:</b>	FY 2023-2024	\$6,000
	FY 2026-2027	\$6,000

**Funding:** Operating Revenue

## **Bunker Gear Replacement**

**Description of the Project or Item(s):** Replacement of expired bunker gear used in fire suppression

**Justification:** The replacement of bunker gear is requested due to aging and low inventory of bunker gear for current members with the anticipation that several more sets will need to be purchase, as a result of a new volunteer recruitment effort. The bunker gear has a ten (10) year life expectancy, so it is imperative that gear is replaced prior to expiration.

<b>Estimated Cost:</b>	FY 2025-2026	\$25,000
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**Funding:** Operating Revenue

## **Future Fire Truck Reserve**

**Description of the Project or Item(s):** The reserve is being established to replace fire engines on a more routine basis and to ensure funds are available when equipment is beyond useful life.

**Justification:** The Town approved purchase of a new pumper truck to replace the 1990 Grumman which was beyond its useful life. The Fire Department is requesting funds be set aside to prepare to replace engines when they are beyond their useful life which is recommended to be a maximum of twenty-five (25) years.

<b>Estimated Cost:</b>	FY 2023-2024	\$200,000
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FY 2024-2025	\$200,000
FY 2025-2026	\$200,000
FY 2026-2027	\$200,000
FY 2027-2028	\$200,000

**Funding:** Transfer to Reserve

### **Fire Equipment**

**Description of the Project or Item(s):** Purchase items such as new fire hoses, personal protection, vehicle extrication equipment, and air masks

**Justification:** To meet OSHA and State Regulations equipment must be in good working order. This capital line item was established in 2018 to aid in keeping equipment up to date and establishing a reliable and consistent replacement plan.

<b>Estimated Cost:</b>	FY 2023-2024	\$30,000
	FY 2024-2025	\$65,000
	FY 2025-2026	\$30,000
	FY 2026-2027	\$30,000
	FY 2027-2028	\$25,000

**Funding:** Operating Revenue

### **Vehicle Replacement(s)**

**Project/Item Description:** Replacement of Fire Vehicles

**Justification:** Projected high mileage and maintenance costs indicate a need to replace the vehicle. In addition, the vehicles usually have substantial rust due to the harsh environment by the eight (8) year policy replacement threshold.

<b>Estimated Cost:</b>	FY 2024-2025	\$50,000
	FY 2026-2027	\$50,000
	FY 2027-2028	\$50,000

**Funding:** Transfer to Reserve

### **800mhz Radio Replacement**

**Project/Item Description:** Replace radio equipment.

**Justification:** Communication is imperative for the Fire Service. Wear and tear on radios in unfavorable conditions creates the need to replace radios on an as needed basis.

**Estimated Cost:** FY 2023-2024 \$6,500

**Funding:** Transfer to Reserve

### **Fire Station Security**

**Project/Item Description:** Improve security measures and control access at the Fire Station

**Justification:** Security measures and systems need to be implemented at the Fire Station to ensure safety and appropriate access to protect Town staff and resources.

**Estimated Cost:** FY 2024-2025 \$25,000

**Funding:** Transfer to Reserve

## **Ocean Rescue**

### **Vehicle Replacement(s)**

**Description of the Project or Item(s):** 4x4 Truck Replacement

**Justification:** Projected high mileage and maintenance costs indicate a need to replace the vehicle. In addition, the vehicles usually have substantial rust due the environment by the 8-year policy replacement threshold

**Estimated Cost:** FY 2023-2024 \$50,000  
FY 2027-2028 \$60,000

**Funding:** Operating Revenue

### **Jet Ski Replacement**

**Description of the Project or Item(s):** Jet Ski

**Justification:** Projected high use and maintenance costs indicate a need to replace the Jet Ski. In addition, the Jet Ski usually has substantial wear due to the environment by the 8-year policy replacement threshold

**Estimated Cost:** FY 2027-2028 \$20,000

**Funding:** Transfer to Reserve

## **Replace Radio Equipment**

**Description of the Project or Item(s):** Replace outdated radio equipment used by lifeguards

**Justification:** Ocean Rescue staff require up-to-date radios and equipment to effectively communicate with each other, EMS, and Fire staff.

**Estimated Cost:** FY 2024-2025 \$20,000

**Funding:** Transfer to Reserve

## **Planning and Inspection Department**

### **Update the Land Use Plan**

**Project/Item Description:** Future Land Use Plan Update

**Justification:** The Plan is required to be updated every 5-10 years, budgeting \$3,000 per year in the CIP for the next 10 years will have \$30,000 set aside to be dedicated to a 2032/2033 future land use plan update

<b>Estimated Cost:</b>	FY 2023-2024	\$3,000
	FY 2024-2025	\$3,000
	FY 2025-2026	\$3,000
	FY 2026-2027	\$3,000
	FY 2026-2028	\$3,000

**Funding:** Transfer to Reserve

## **Powell Bill**

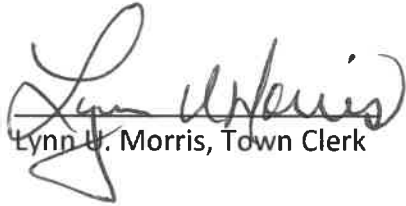
### **Road Resurfacing**

**Project/Item Description:** Annual resurfacing program as determined by Public Works Director

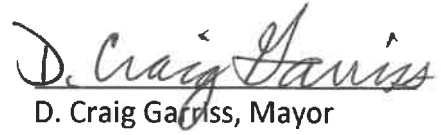
<b>Estimated Cost:</b>	FY 2023-2024	\$130,000
	FY 2024-2025	\$130,000
	FY 2025-2026	\$130,000
	FY 2026-2027	\$130,000
	FY 2027-2028	\$130,000

**Funding:** State Funded (Powell Bill)

Adopted by the Kitty Hawk Town Council this 5th day of June 2023.



Lynn U. Morris, Town Clerk



D. Craig Garriss, Mayor