



Town of Kitty Hawk

Annual Budget

FY 2013-2014

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Budget Message

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Office of the Town Manager

June 1, 2013

The Honorable Clifton Perry, Mayor
Members of the Town Council
Kitty Hawk, North Carolina

Dear Mayor Perry and Members of the Town Council:

Pursuant to Section 159-11 of the North Carolina General Statutes, I herein present the Recommended Budget for FY 2013-2014 for your review and consideration. The Recommended Budget provides a balanced financial plan for the ensuing fiscal year.

Budget Development Principles

The following guiding principles have been used when developing this year's budget. The use of these principles insures the continued fiscal health of the Town of Kitty Hawk.

- A continued depressed economy dictates conservative estimates for all revenues.
- Basic Town services are continued with funding at adequate levels; with the debt service for the new firehouse budgeted as required by the North Carolina General Statutes.
- All of the Town's Personnel Policies, Ordinances, and Practices have been reviewed and analyzed to make sure they are consistent with Federal and State laws.
- Town Council's Adopted Goals, Objectives, and Financial Policies as well as the Work Plans of the Town's boards and committees are incorporated.
- Funding for Capital Outlay includes a service truck and parking lot paving for Public Works, in car cameras, vehicle replacement and ballistic vests for the Police Department, breathing apparatus, jet ski, and portable radio for the Fire Department, and a \$37,500 transfer for the Capital Reserve fund for future purchase of computers.

- A new category has been established for Storm Damage Reduction in the amount of \$107,300 to investigate the costs and feasibility of implementing a plan for beach nourishment.
- Generally accepted Accounting Principles are included as stipulated by the North Carolina Local Government Budget and Fiscal Control Act or by the North Carolina General Statutes.

Recommended Budget

The FY 2013-2014 Recommended General Fund Budget totals \$6,721,033. The recommended budget represents a \$699,404 increase from the adopted FY 2012-2013 budget a transfer of \$332,341 from the General Fund and a \$ 600,000 transfer from the Capital Reserve will offset the revenue shortfall.

Revenues

Property Tax

There is currently a property tax rate of 20 cents per \$100 valuation. Due to revaluation of properties in Dare County, a revenue neutral tax rate of \$.2916 was calculated. The RNR was rounded up to the nearest cent to obtain a new tax rate of \$.30. The property tax base is estimated by the Dare County Tax Office to be \$1,009,344,600 and is anticipated to produce \$2,938,544 in revenue based on a 98.93%-collection rate. A penny on the tax rate is projected to generate approximately \$97,951. The property tax generates approximately 44% of all General Fund Revenues.

Shared State and Local Revenues

Kitty Hawk's share of the Dare County Occupancy Tax will generate an estimated \$917,840 (13.7% of General Fund Revenues). The Town's share of the Dare County sales tax will generate about \$865,578 or 13% of General Fund Revenues) and Kitty Hawk's share of the Dare County Land Transfer Tax will generate about \$204,330 (3% of General Fund Revenues). A \$.01 increase in the tax rate will generate \$97,951 from shared revenues.

Other Significant Revenues

In addition to the sources of revenue discussed above, the Town is also expected to realize a number of other significant revenues (those that account for greater than 3% of total General Fund revenues).

Utility Franchise Taxes, which includes electric power, piped natural gas, cable television, and telecommunications taxes, are expected to generate \$ 326,300 or 5% of total General Fund revenues.

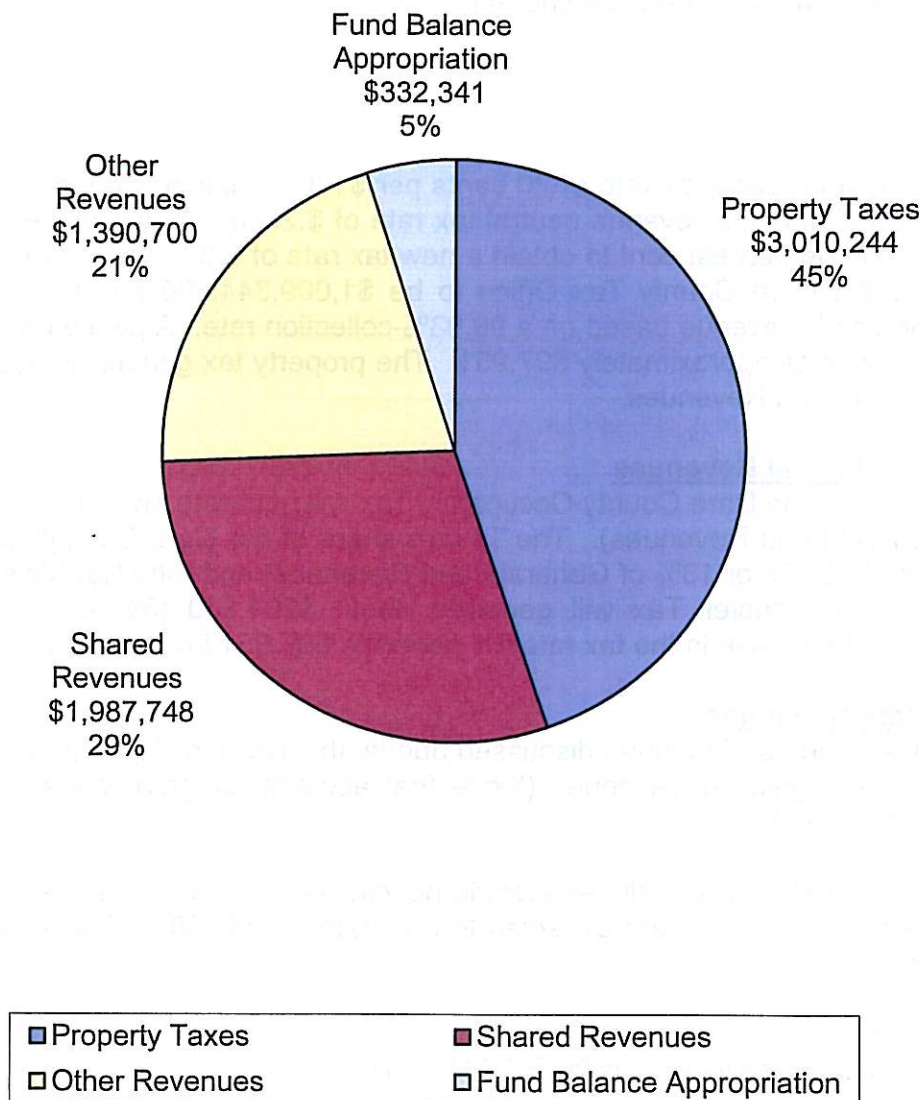
Miscellaneous Fees

There are no proposed fee increases for FY 2013-2014.

Transfers Local

Current economic conditions are not favorable for a tax increase to offset the proposed FY 2013-2014 budget shortfall of \$ 332,341 Existing Unreserved Fund Balance levels, Powell Bill Funds, and Capital Reserve are adequate to recommend including a transfer appropriation of \$332,341 from the General Fund Balance and \$600,000 from the Capital Reserve.

Revenues By Source



Governmental Funds

On June 30, 2012 the governmental funds of the Town of Kitty Hawk reported a combined fund balance of \$6,158,292, or \$101,277 less than the previous year. Approximately 66% of this amount or \$4,096,526 is available for spending at the Town's discretion (unreserved fund balance). Since we have an Emergency Fund of \$3,500,000, this will leave \$596,526 for appropriation.

Expenditures by Function

General Government

General Government includes all appropriations associated with the Governing Body, Administrative Services, Town Clerk, Finance Department, Legal Services, Planning and Inspections, and Public Works. Non-departmental expenses and advisory boards and committees associated with the above departments are also included in the General Government function. During FY 2013-2014, \$1,902,125 will be spent carrying out General Government functions, which is 28.3% of the total General Fund budget.

Public Safety

The Public Safety function includes the Police Department and the Fire Department (including Ocean Rescue and debt service for the new central fire station). This function accounts for 55.9% of the total FY 2013-2014 General Fund budget. Public Safety functions will spend \$ 3,756,391.

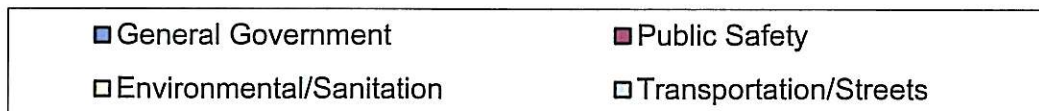
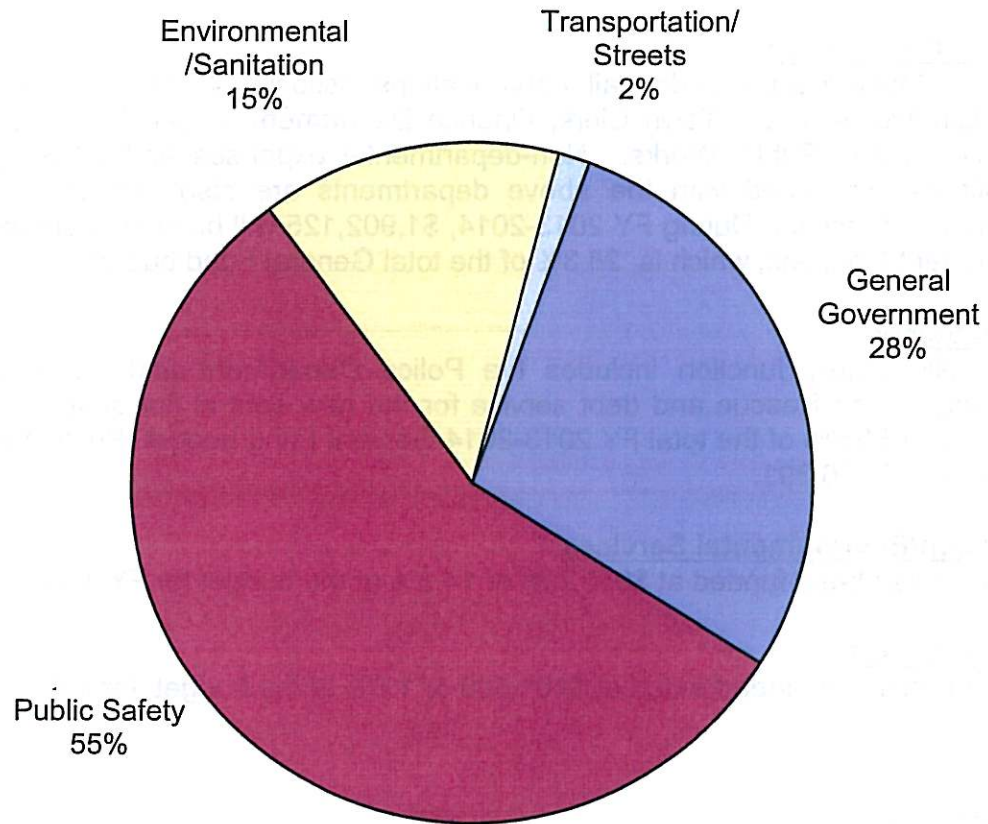
Sanitation/Environmental Services

Sanitation has been funded at \$955,728 or 14.3% of the budget for FY 13-14

Transportation

Transportation has been funded at \$101,500 or 1.5% of the budget for FY 13-14.

Expenditures By Function



Expenditures by Category

Personnel

Total expenses associated with personnel will be \$3,533,667 or 52.6% of the General Fund budget.

Funds to maintain a pay plan are included in the budgeted salary amounts. A 2% pay plan adjustment will allow for an increase within the existing grade and step for eligible employees.

The Town continues with a High Deductible Health Plan (HDHP) for medical insurance, supplemented by a Health Savings Account (HSA). The Town will also continue to provide for dental insurance, \$30,000 life insurance and State death benefits through the Local Government Employees' Retirement System for each full time employee.

In addition to providing medical, dental, and life insurance for all of the Town's active full-time staff, the Town also pays 100% of the health insurance premiums for two (2) retired employees and the Medicare supplement for four (4) other retirees, and reimbursement for three (3) additional employees for Medical Insurance based on years of service and the Town's cost for providing medical insurance for a FT Town employee.

The Town also provides Longevity Awards for employees who have worked more than 5 years. The Longevity Award is given to employees on their anniversary date for 5, 10, 15, 20, 25, and 30 years of service.

The schedule of awards is as follows:

Years of Service	Amount of Award
5	\$500
10	\$1,000
15	\$1,500
20, 25, and 30	\$2,000

The Town's portion of the North Carolina Local Government Employees' Retirement System (NCLGERS) for sworn law enforcement personnel is 7.28% and for general employees of the Town, 7.28%. The Town's portion of Social Security taxes (FICA) and Medicare is 7.65%. Further, the Town will match up to 2% of an employee's salary in a 401K Plan, although not all employees choose to participate in this program. State law also requires the Town to make a 5% 401 K contribution to all sworn law enforcement officers as well as separation allowance payments to retired law enforcement officers who have not yet reached the federal retirement age. The Town currently makes these payments to three retirees. The Town also offers a 457 Deferred Compensation Plan at the employee's expense. In addition the Town provides employees with vacation leave, sick leave, holiday leave, and petty leave, as well as educational benefits.

Environmental Services

This category of expenditures includes the solid waste collection and disposal for the Town. The Town contracts with Dare County for the collection and disposal of solid waste and the chipping service is advertised on an annual basis. This category accounts for \$955,728 or 15% of the budget.

Professional Services

This category of expenditures includes legal services, engineering services, the Town's independent auditor, computer maintenance, assistance with minute preparation for the Town Council and minute preparation for the Planning Board, and Board of Adjustment. This category of expenditures accounts for \$94,450 or 2% of the budget.

Operating Expenses

This category of expenditures accounts for \$826,234 or 13% of the budget. These expenditures include all costs other than personnel costs, contracted services, and capital expenditures. Many operational expense increases are due to inflation and expenditure trends within the departments.

Transportation Services

This category includes any street maintenance, roadway improvements such as asphalt overlay, and storm drainage maintenance and improvements. This category accounts for \$101,500 or 2% of the budget.

Capital Expenditures

Capital expenditures, not including the transportation services total \$793,310 or 12% of the total budget. These expenditures are for the purchase of machinery, equipment, and other items that are too permanent to be considered expendable at the time of the purchase, have a value greater than \$5,000, and have a life expectancy of at least two (2) years.

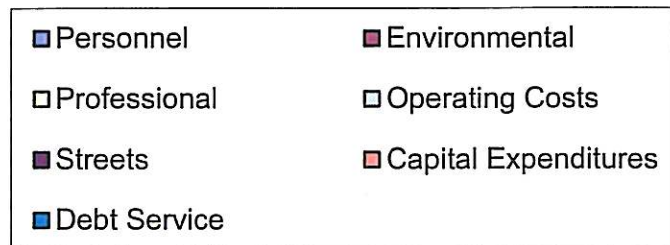
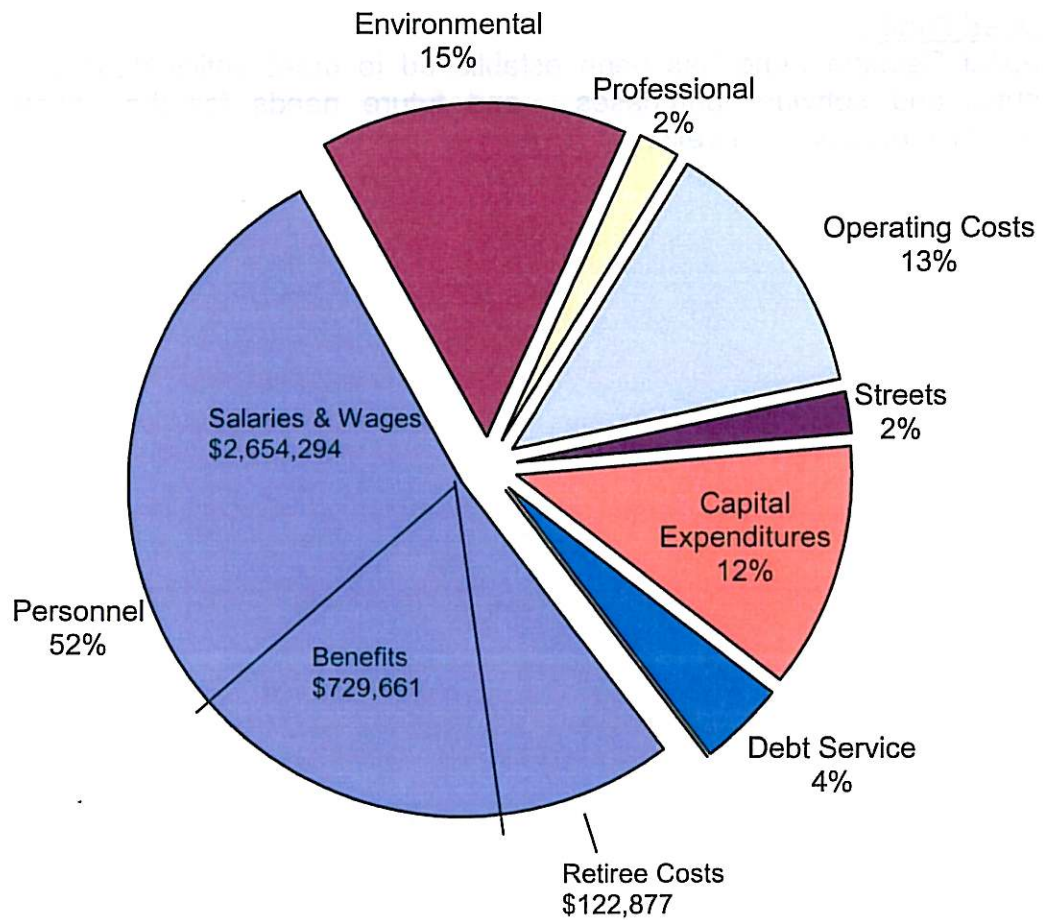
Some of the major capital expenditures included in the FY 2013-2014 budget are:

- Engine replacement in the Fire Department
- Breathing Apparatus for Fire Department
- 800 mhz radio for the Fire Department
- Jet Ski for the Ocean Rescue
- Codification of Ordinances in Administration
- Service Truck for Public Works
- Paving the parking lot for Public Works
- Vehicle replacement for Police Department
- In car cameras for the Police Department

Debt Service

This category of expenditure accounts for \$282,000 or 4.2% of the budget. This expenditure covers the annual debt service payment on the Town's new firehouse.

Expenditure By Category



Restricted Funds

Restricted Funds for Street Improvements

A Restricted Fund consisting of the proceeds from the State Street Aid Program (Powell Bill) also is maintained by the Town. The fund balance as of April 2013 was \$454,117.

Assigned Funds

A Capital Reserve Fund has been established to meet anticipated future costs for computer and software purchases, and future needs for the construction and maintenance of parks and trails.

Capital Project Ordinances

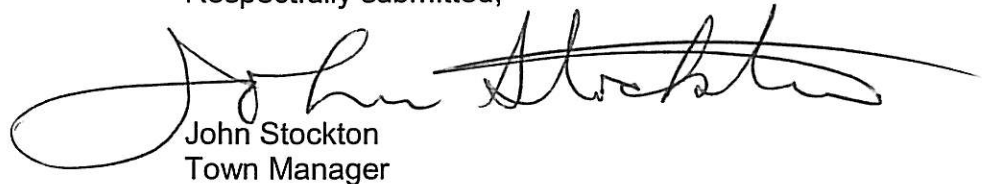
Emergency Fund

An Emergency Fund has been set up to replace minimum fund balance target of 70% of prior year expenditures. A \$3.5 million amount will be maintained in the Emergency Fund for such things as hurricanes and Nor'easters.

Budget Balanced and Recommended

This proposed budget is balanced in accordance with State Statutes and attempts to address the goals and priorities that have been set by the Town Council for the Town's future in the face of a challenging economy. The budget is fiscally sound, and although it does not fund all the requests made by departments or external groups, it does address the top priority needs of the Town and is set at a level to maintain the new tax rate and essential service levels to citizens through the utilization of fund balance reserves. The proposed budget for FY 2013-2014 is recommended for approval by the Town Council.

Respectfully submitted,



John Stockton
Town Manager

Budget Ordinance

**Town of Kitty Hawk
Budget Ordinance - FY 2013-2014**

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

ESTIMATED REVENUES: It is estimated that the following Revenues will be available during the fiscal year beginning July 1, 2013, and ending June 30, 2014, to meet appropriations approved by the Town Council herein. The property tax revenue estimate is based on a projected collection rate of 98.93% by the Dare County Tax Department.

Source	Amount
Ad Valorem Tax	\$2,938,544.00
Prior Years Taxes	\$7,000.00
Penalties/Interest	\$1,000.00
Motor Vehicle Tax	\$63,700.00
Telecom Tax	\$40,000.00
Electric Utilities Tax	\$194,000.00
Piped Natural Gas	\$2,300.00
Cable Franchise Tax	\$90,000.00
PEG Channel Distribution	\$32,000.00
Occupancy Tax	\$917,840.00
Sales Tax	\$865,578.00
Land Transfer Tax	\$204,330.00
Mixed Beverage Tax	\$47,000.00
Beer and Wine Tax	\$14,600.00
Building Permits	\$72,600.00
CAMA Permit Fees	\$3,000.00
Homeowner Recovery Fees	\$500.00
Planning Permit Fees	\$15,000.00
Site Plan Review Fees	\$1,500.00
Code Enforcement Fees	\$500.00
Court Fees	\$3,100.00
Sanitation Fees	\$3,500.00
Disposal Tax	\$2,400.00
Interest on Investments	\$10,000.00
Office Rental	\$4,800.00
Town Merchandise Sales	\$500.00
Miscellaneous Revenue	\$7,000.00
Powell Bill	\$105,000.00
Board of Adjustment Revenue	\$600.00
Sale of Surplus Property	\$10,000.00
GHSP Grants	\$20,000.00
Icarus International	\$3,500.00
Transfer from Capital Reserves	\$600,000.00

Source	Amount
Transfer from Fund Balance	\$332,341.00
Storm Damage Reduction	\$107,300.00
Total Revenue	\$6,721,033.00

APPROPRIATIONS: The following amounts are hereby appropriated for the operation of the Town government and its activities for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Function	Budget
General Government	\$1,907,414.00
Public Safety	\$3,756,391.00
Transportation	\$101,500.00
Sanitation	\$955,728.00
Total	\$6,721,033.00

TAXES AND FEES LEVIED: There is hereby levied a tax rate of 30 cents (\$0.30) on each one hundred dollars (\$100.00) valuation of taxable property in the Town of Kitty Hawk, as listed for taxes for the current tax year by the Dare County Tax Department. The revenue neutral tax rate is 29.16 cents (\$0.2916). The RNR was rounded up to \$.30. The property tax base is estimated by the Dare County Tax Office to be \$1,009,344,600 and is anticipated to produce \$2,938,544 in revenue based on 98.93% collection rate. A penny on the tax rate is projected to generate approximately \$97,951.

ENCUMBERED OPERATING FUNDS REAPPROPRIATED: The operating funds encumbered on the financial records of June 30, 2013 are hereby re-appropriated to this budget.

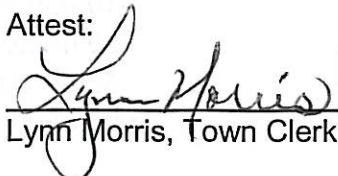
TOWN MANAGER TRANSFER AUTHORIZATION: The Town Manager is hereby authorized to transfer amounts between functional areas, including contingency appropriations, within the same fund. He must make an official report of such transfers at the next regular meeting of the Town Council.

ANNUAL BUDGET COPIES: Copies of the Budget Ordinance for FY 2013-2014 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 3rd day of June, 2013.


Clifton Perry, Mayor

Attest:


Lynn Morris, Town Clerk

General Fund Revenue and Expenditure Summaries

GENERAL FUND REVENUE SUMMARY

	2012-2013	2013-2014	2013-2014
Source	Approved	Recommended	Approved
Ad Valorem Tax (.30)	\$2,821,137.00	\$2,938,544.00	\$2,938,544.00
Ad Valorem Tax (.02)	\$0.00	\$195,902.00	\$0.00
Prior Years Taxes	\$25,735.00	\$7,000.00	\$7,000.00
Penalties/Interest	\$5,500.00	\$1,000.00	\$1,000.00
Motor Vehicle Tax	\$65,000.00	\$63,700.00	\$63,700.00
Telecom Tax	\$40,000.00	\$40,000.00	\$40,000.00
Electric Utilities Tax	\$194,000.00	\$194,000.00	\$194,000.00
Piped Natural Gas	\$2,300.00	\$2,300.00	\$2,300.00
Cable Franchise Tax	\$92,500.00	\$90,000.00	\$90,000.00
PEG Channel Tax	\$32,000.00	\$32,000.00	\$32,000.00
Occupancy Tax	\$993,670.00	\$917,840.00	\$917,840.00
Sales Tax	\$833,463.00	\$865,578.00	\$865,578.00
Land Transfer Tax	\$207,007.00	\$204,330.00	\$204,330.00
Mixed Beverage Tax	\$47,000.00	\$47,000.00	\$47,000.00
Beer and Wine Tax	\$16,400.00	\$14,600.00	\$14,600.00
Building Permits	\$90,000.00	\$72,600.00	\$72,600.00
Town Merchandise Sales	\$500.00	\$500.00	\$500.00
CAMA Permit Fees	\$5,000.00	\$3,000.00	\$3,000.00
Homeowner Recovery Fee	\$500.00	\$500.00	\$500.00
Interest on Investments	\$15,000.00	\$10,000.00	\$10,000.00
Office Rental	\$4,800.00	\$4,800.00	\$4,800.00
Miscellaneous Revenue	\$12,500.00	\$7,000.00	\$7,000.00
Powell Bill	\$105,000.00	\$105,000.00	\$105,000.00
Board of Adjustment Revenue	\$600.00	\$600.00	\$600.00
Court Fees	\$3,100.00	\$3,100.00	\$3,100.00
Sanitation Fees	\$3,500.00	\$3,500.00	\$3,500.00
Disposal Tax	\$2,400.00	\$2,400.00	\$2,400.00
Code Enforcement Fees	\$500.00	\$500.00	\$500.00
Site Plan Review Fees	\$1,500.00	\$1,500.00	\$1,500.00
Sale of Surplus Property	\$12,000.00	\$10,000.00	\$10,000.00
Planning Permits and Fees	\$18,000.00	\$15,000.00	\$15,000.00
GHSP Grants	\$10,000.00	\$20,000.00	\$20,000.00

	2012-2013	2013-2014	2013-2014
Icarus International	\$3,500.00	\$3,500.00	\$3,500.00
Transfer from Powell Bill	\$5,000.00	\$0.00	\$0.00
Transfer from Fund Balance	\$294,651.00	\$332,341.00	\$332,341.00
Transfer from Capital Reserve	\$14,467.00	\$600,000.00	\$600,000.00
CAMA Grant	\$43,399.00	\$0.00	\$0.00
Storm Damage Reduction	\$0.00	\$107,300.00	\$107,300.00
Total	\$6,021,629.00	\$6,916,935.00	\$6,721,033.00

GENERAL FUND EXPENDITURE SUMMARY

Department	2012-2013 Approved	2013-2014 Requested	2013-2014 Approved	Percent Change
Town Council	\$18,300.00	\$24,800.00	\$24,800.00	36%
Administrative Services	\$400,295.00	\$419,384.00	\$419,384.00	4.5%
Finance	\$199,802.00	\$190,389.00	\$190,389.00	-4.7%
Planning & Inspections	\$297,417.00	\$304,383.00	\$304,383.00	2.3%
Public Works	\$1,419,159.00	\$1,545,085.00	\$1,545,085.00	8.9%
Planning Board	\$14,857.00	\$14,857.00	\$14,857.00	0.0%
Board of Adjustment	\$2,540.00	\$3,750.00	\$3,750.00	47.6%
Recreation Committee	\$700.00	\$700.00	\$700.00	0.0%
Non-Departmental	\$346,851.00	\$353,994.00	\$353,994.00	0.5%
Police Department	\$1,650,737.00	\$1,642,629.00	\$1,642,629.00	-1.1%
Fire Department	\$1,639,512.00	\$2,113,762.00	\$2,113,762.00	28.9%
Storm Damage Reduction	\$0.00	\$303,202.00	\$107,300.00	
Total	\$6,121,996.00	\$6,916,935.00	\$6,721,033.00	9.8%

General Fund Departmental Budgets

Town Council

Budget Highlights and Line Item Explanations

Personnel

- Council Compensation – based on an estimated 18 meetings per year with a payment of \$125 per meeting for the Mayor and \$100 per meeting for each councilperson
- FICA – Social Security and Medicare paid at a rate of 7.65%

Operations

- Travel and Training – attendance at various meetings, seminars, and training sessions. Increase of \$3,000 for training of new Council members.
- Membership Organizations – membership fees for the North Carolina League of Municipalities, School of Government, Outer Banks Chamber of Commerce, PEG Channel Membership, League of Women Voters, and Dare County. Fees have increased by \$500.
- Elections-monies to cover election costs.

Total Expenditures

- Recommended Budget represents no change in the total amount.

Town Council (4110)

Expenditures by Type	2012-2013 Approved	2013-2014 Requested	2013-2014 Recommended	Percent Change
Personnel				
Council Compensation(5121)	\$9,450.00	\$9,450.00	\$9,450.00	
FICA(5181)	\$750.00	\$750.00	\$750.00	
Total	\$10,200.00	\$10,200.00	\$10,200.00	
Operations				
Travel and Training(5310)	\$2,000.00	\$5,000.00	\$5,000.00	
Miscellaneous(5499)	\$1,000.00	\$1,000.00	\$1,000.00	
Membership Orgs(5491)	\$5,100.00	\$5,600.00	\$5,600.00	
Elections	\$0.00	\$3,000.00	\$3,000.00	
Total	\$8,100.00	\$14,600.00	\$14,600.00	
Totals	\$18,300.00	\$24,800.00	\$24,800.00	35.5%

Administrative Services

Mission

Administrative Services conducts the overall administration of the Town as prescribed by the North Carolina General Statutes. Personnel coordinate all Town operations and activities in accordance with the adopted Goals and Objectives of the Town Council and implements all policies and actions of the Town Council.

Budget Highlights and Line Item Explanations

Personnel

- Salaries and Wages – includes a 2% pay plan adjustment. Includes \$27,425 for IT Technician. There is no overtime budgeted for this department.
- FICA – Social Security and Medicare and is paid at a rate of 7.65%
- Retirement – NC Local Government Employees' Retirement System increased from 6.74% to 7.28% which was increased by the Local Government Retirement System and a supplemental retirement program (401 k) in which the Town matches employee contributions up to 2% (employee must choose to participate)
- Group Insurance – Increase of \$500 in premiums budgeted – includes the continuation of a High Deductible Health Plan (HDHP) for medical insurance, dental and life insurance premiums for all department personnel. The Health Savings Account (HSA) remains the same.

Professional Services

- Legal Services includes a retainer and hourly amounts for the Town Attorney (\$30,000/yr+\$150/hr.)
- Video and Transcription includes \$7,500 for videotaping of Council meetings and \$2,550 for the transcription of some of the Council meetings. Increase for videotaping.

Operations

- Telephone-stipend and payment to Verizon for iphone and ipad (previously paid from Non-Departmental).
- Postage – Departmental mailings.
- Departmental Supplies – various supplies
- Travel and Training – Includes \$4,440 for Town Manager's car allowance and ICMA.
- Dues and Subscriptions – Membership dues for professional organizations.
- Service Contracts-shredding, physicals, and drug screening.
- Advertising – Ads for Public Hearings, Job Announcements, Public Announcements.

Capital

- Codification of Ordinances-annual codification of ordinances by Town Clerk.

Total Expenditures

- Recommended budget represents an increase of \$ 18,089 and 4.5% increase over FY 2013.

Administrative Service (4120)

Expenditures by Type	2012-2013 Approved	2013-2014 Requested	2013-2014 Approved	Percent Change
Personnel				
Salaries and Wages(5121)	\$258,578.00	\$262,796.00	\$262,796.00	
FICA(5181)	\$19,781.00	\$20,104.00	\$20,104.00	
Retirement(5182)	\$17,428.00	\$19,132.00	\$19,132.00	
Group Insurance(5183)	\$42,351.00	\$42,891.00	\$42,891.00	
401 K Town(5182)	\$4,657.00	\$4,731.00	\$4,731.00	
Total	\$342,795.00	\$349,654.00	\$349,654.00	
Professional Services				
Legal Services (5192)	\$37,000.00	\$37,000.00	\$37,000.00	
Video & Transcription(5396)	\$7,000.00	\$10,050.00	\$10,050.00	
Total	\$44,000.00	\$47,050.00	\$47,050.00	
Operations				
Telephone (5321)	\$0.00	\$1,880.00	\$1,880.00	
Postage (5325)	\$300.00	\$700.00	\$700.00	
Departmental Supplies(5299)	\$1,000.00	\$1,200.00	\$1,200.00	
Travel & Training (5310)	\$7,000.00	\$7,000.00	\$7,000.00	
Dues & Subscriptions (5491)	\$700.00	\$1,400.00	\$1,400.00	
Miscellaneous (5499)	\$0	\$0	\$0	
Service Contracts(5440)	\$2,200.00	\$2,200.00	\$2,200.00	
Advertising (5370)	\$2,300.00	\$2,300.00	\$2,300.00	
Total	\$13,500.00	\$16,680.00	\$16,680.00	
Capital				
Codification of Ordinances (5349)	\$0.00	\$6,000.00	\$6,000.00	
Computers(5520)	\$0.00	\$0.00	\$0.00	
Total	\$0.00	\$6,000.00	\$6,000.00	
Totals	\$400,295.00	\$419,384.00	\$419,384.00	4.5%

Finance Department

Mission

The mission of the Finance Department is to administer and provide fiscally responsible control and guidance for all financial matters of the Town while complying with all applicable Town, State and Federal mandates. The Finance Department, in accordance with adopted Town council policies, handles all Town-related financial matters in accordance with the North Carolina Local Budget and Fiscal Control Act. The department manages the Town's investment program, receipts, payables, payroll, and is responsible for coordinating and preparing for the annual independent audit at the close of each year.

Budget Highlights and Line Item Explanations

Personnel

- Salaries and Wages – includes a 2% pay plan adjustment.
- FICA – Social Security and Medicare and is paid at a rate of 7.65%
- Retirement – NC Local Government Employees' Retirement System increased from 6.74 % to 7.28%. Includes a supplemental retirement program (401k) in which the Town matches employee contributions up to 2% (employee must choose to participate)
- Group Insurance – \$5,438 increase in premiums budgeted – includes continuation of a High Deductible Health Plan (HDHP) for medical insurance, dental and life insurance premiums. The Health Savings Account (HSA) remains the same

Professional Services

- Auditor – annual audit (\$16,250) and actuarial reports (2). Finance Officer will do financial reports.

Operations

- Postage- mailing payables, quarterly reports, necessary payroll related, boards and retirees, and W-2s.
- Printing-tax forms and accounts payable check stock.
- Departmental Supplies – Incidental computer items, notebooks, toner, storage boxes, stamp pads, etc.
- Travel and Training – attendance at essential training conferences and seminars related to local government finance; American Payroll Assoc., School of Government classes, NCGFOA Finance Officer Workshops, NC Treasurer workshop.
- Service Contracts – Software – annual maintenance agreement with Blackbaud for required upgrades; Technical assistance, and offsite hosting services and banking fees.
- Dues and Subscriptions – membership dues for professional organizations

Capital

- Computers: Money is now being budgeted under Non-Departmental for computers.

Total Expenditures

- Recommended budget represents a spending decrease of \$9,413 less than the FY 2013 budget.

Finance(4130)

Expenditure by Type	2012-2013 Approved	2013-2014 Requested	2013-2014 Approved	Percent Change
Personnel				
Salaries and Wages(5121)	\$118,693.00	\$103,629.00	\$103,629.00	
FICA(5181)	\$9,080.00	\$7,928.00	\$7,928.00	
Retirement(5182)	\$8,000.00	\$7,545.00	\$7,545.00	
Group Insurance(5183)	\$26,635.00	\$32,073.00	\$32,073.00	
401 K Town(5182)	\$2,374.00	\$2,073.00	\$2,073.00	
Total	\$164,782.00	\$153,248.00	\$153,248.00	
Professional Services				
Auditor & Actuaries(5191)	\$20,700.00	\$19,200.00	\$19,200.00	
Total	\$20,700.00	\$19,200.00	\$19,200.00	
Operations				
Postage(5325)	\$300.00	\$800.00	\$800.00	
Printing(5340)	\$500.00	\$1,000.00	\$1,000.00	
Departmental Supplies(5299)	\$1,500.00	\$1,300.00	\$1,300.00	
Travel & Training(5310)	\$2,500.00	\$4,800.00	\$4,800.00	
Service Contracts- Software(5440)	\$9,420.00	\$9,916.00	\$9,916.00	
Dues & Subscriptions(5491)	\$100.00	\$125.00	\$125.00	
Total	\$14,320.00	\$17,941.00	\$17,941.00	
Totals	\$199,802.00	\$190,389.00	\$190,389.00	-4.7%

Planning and Inspections

Mission

To establish an attractive, safe, and functional community with a high "quality of life" for residents and visitors through planning and facilitating development activities in the Kitty Hawk community.

Budget Highlights and Line Items Explanations

Personnel

- Salaries and Wages – includes a 2% pay plan adjustment.
- FICA – Social Security and Medicare and is paid at a rate of 7.65%.
- Retirement – NC Local Government Employees' Retirement System increased from 6.74% to 7.28% and a supplemental retirement program (401k) in which the Town matches employee contributions up to 2% (employee must choose to participate).
- Group Insurance – \$296 increase in premiums budgeted – includes continuation of a High Deductible Health Plan (HDHP) for medical insurance as well as dental and life insurance premiums for all active department personnel. The Health Savings Account remains the same.

Professional Services

- Engineering – site plan review on a case-by-case basis, technical assistance as needed, special projects.
- Legal Services- legal assistance outside the contract with the Town Attorney.
- Inspection- contract inspection services required when Town inspector not available (was not budgeted previously).

Operations

- Uniforms – shirts for building inspector and protective gear as necessary for all staff.
- Vehicle Supplies – gasoline, tires, etc.
- Departmental Supplies – general office supplies and equipment.
- Travel and Training – attendance at local/regional workshops, seminars, and conferences required for maintaining certifications (AICP, NCAZO, CFM, CAMA, building inspection, erosion and sedimentation control, etc.) and keeping up with recent trends and changes.
- Telephone- was not budgeted prior to FY 2014.
- Postage – two (2) CRS mailings to all property owners per year, other special mailings
- Printing – printing of two (2) CRS mailings per year and mailings for beach nourishment.
- Vehicle Maintenance and Repair – routine maintenance for building inspections vehicle
- Advertising – public hearings for development applications, special meetings, and requests for proposals.
- Service & Maintenance Contracts-contract for maintenance of permitting software.
- Dues and Subscriptions – membership dues for professional organizations (NCAPA, NCAZO, Building Inspection, etc.)
- Homeowner Recovery Fees – pass through to Homeowner's Recovery Fund.

Total Expenditures

- The overall recommended budget, including the estimated personnel and capital expenses, represents a spending increase of \$6,966 or 2.3% more than approved in the FY 2012-FY 2013 budget.

Planning and Inspections(4910)

Expenditures by Type	2012-2013 Approved	2013-2014 Requested	2013-2014 Approved	Percent Change
Personnel				
Salaries and Wages	\$192,775.00	\$196,682.00	\$196,682.00	
FICA	\$14,748.00	\$15,047.00	\$15,047.00	
Retirement(5182)	\$12,993.00	\$14,319.00	\$14,319.00	
Group Insurance(5183)	\$42,125.00	\$42,421.00	\$42,421.00	
401 K Town(5182)	\$3,856.00	\$3,934.00	\$3,934.00	
Total	\$266,497.00	\$272,403.00	\$272,403.00	
Professional Services				
Engineering(5195)	\$7,500.00	\$7,500.00	\$7,500.00	
Legal Services (5192)	\$500.00	\$0.00	\$0.00	
Inspections	\$0.00	\$800.00	\$800.00	
Total	\$8,000.00	\$8,300.00	\$8,300.00	
Operations				
Uniforms(5212)	\$200.00	\$200.00	\$200.00	
Vehicle Supplies(5250)	\$1,500.00	\$1,600.00	\$1,600.00	
Departmental Supplies(5260 & 5299)	\$2,200.00	\$2,300.00	\$2,300.00	
Travel & Training(5310)	\$8,000.00	\$7,400.00	\$7,400.00	
Telephone	\$0.00	\$960.00	\$960.00	
Postage(5325)	\$1,800.00	\$1,800.00	\$1,800.00	
Printing(5340)	\$1,600.00	\$1,600.00	\$1,600.00	
Vehicle Main & Repair(5353)	\$800.00	\$800.00	\$800.00	
Advertising(5370)	\$800.00	\$800.00	\$800.00	
Service & Main. Contracts(5440)	\$3,980.00	\$3,980.00	\$3,980.00	
Dues & Subscriptions(5491)	\$1,800.00	\$2,000.00	\$2,000.00	
Homeowner Recovery Fee(5693)	\$240.00	\$240.00	\$240.00	
Total	\$22,920.00	\$23,680.00	\$23,680.00	
Capital				
Computer(5520)	\$0.00	\$0.00	\$0.00	
Total	\$0.00	\$0.00	\$0.00	
Totals	\$297,417.00	\$304,383.00	\$304,383.00	2.3%

Public Works Department

Mission

The mission of the Public Works Department is to provide and maintain the highest quality public works services and facilities for the residents and businesses in the Town of Kitty Hawk. Public Works is committed to providing reliable and responsive services to the community in a safe, respectful, and cost-effective manner, being ever mindful of the public trust.

Budget Highlights and Line Item Explanations

Personnel

- Salaries and Wages – includes a 2% pay plan adjustment. Includes full time and part time salaries.
- Salaries Overtime – includes projected overtime for non-emergency circumstances and weekend work.
- FICA – Social Security and Medicare and is paid at a rate of 7.65%
- Retirement – NC Local Government Employees' Retirement System increased from 6.74% to 7.28% and a supplemental retirement program (401k) in which the Town matches employee contributions up to 2% (employee must choose to participate)
- Group Insurance – \$299 increase in premiums budgeted – includes continuation of a High Deductible Health Plan (HDHP) for medical insurance as well as dental and life insurance premiums. The Health Savings Account (HSA) remains the same.

Professional Services

- Engineering

Operations

- Telephone & Communications-land line and cell service.
- Utilities-power and water, and cable.
- Uniforms-uniforms for personnel
- Service and Maintenance Contracts – pest control services, plumbing services, port-a-potty, floors, general maintenance, sewer and reclamation inspection.
- Travel and Training – attendance at various meetings, seminars, and training sessions
- Inmate Labor Program-Inmate labor through Tyrell Prison Camp (\$1 per day)
- Office Supplies-
- Dues and Subscriptions – membership dues for professional organizations
- Vehicle Supplies – gasoline, tires, etc. – increase due to fuel costs
- Departmental Supplies – supplies for maintaining all public buildings and grounds, various shop supplies.
- Icarus Maintenance – mulching twice per year, light fixtures, light bulbs, mowing, insurance, and power bill – pass through funds reimbursed by Icarus Trust
- Vehicle Maintenance and Repair – routine vehicle maintenance and repair
- Equipment Maintenance and Repair – routine preventative maintenance and repair

Environmental Services

- Includes Solid Waste Collection and Disposal at \$ 939,728.
- Annual chipping- an increase of \$6,000 due to contractor increase. This is for two (2) chippings per year.

- Generator maintenance, sewer and reclamation inspection.

Transportation

- Street Maintenance-includes the repair of streets and multi-use paths and sign replacement.
- Roadway Improvements-includes the annual overlay of town streets and storm drainage improvements.
- Signage-street signs, information signs, etc.

Capital

- Service Truck-replaces oldest vehicle in fleet. Truck has 100,000 miles and corrosion damage.
- Pave PW lot-pavement is deteriorated and affecting base material.

Total Expenditures

- Recommended budget represents a spending increase of \$ 21,326 or 1.4% more than approved FY 2012-2013 budget

Public Works (4270)

Expenditure by Type	2012-2013 Approved	2013-2014 Requests	2013-2014 Approved	Percent Change
Personnel				
Salaries and Wages(5121)	\$210,800.00	\$214,305.00	\$214,305.00	
Salaries Overtime(5122)	\$2,500.00	\$2,500.00	\$2,500.00	
FICA(5181)	\$16,318.00	\$16,276.00	\$16,276.00	
Retirement(5182)	\$12,192.00	\$13,268.00	\$13,268.00	
Group Insurance (5183)	\$41,815.00	\$42,114.00	\$42,114.00	
401 K Town(5182)	\$3,618.00	\$3,594.00	\$3,594.00	
Total	\$287,243.00	\$292,057.00	\$292,057.00	
Professional Services				
Engineering (5195)	\$35,600.00	\$0.00	\$0.00	
Total	\$35,600.00	\$0.00	\$0.00	
Operations				
Telephone & Communications(5321)	\$3,000.00	\$3,500.00	\$3,500.00	
Utilities(5330)	\$14,000.00	\$12,000.00	\$12,000.00	
Uniforms(5212)	\$2,000.00	\$2,000.00	\$2,000.00	
Service & Main Contracts(5440)	\$12,000.00	\$15,000.00	\$15,000.00	
Travel & Training(5310)	\$2,000.00	\$2,000.00	\$2,000.00	
Inmate Labor Program(5630)	\$1,000.00	\$1,000.00	\$1,000.00	
Office Supplies &	\$1,500.00	\$1,500.00	\$1,500.00	

Expenditure by Type	2012-2013 Approved	2013-2014 Requests	2013-2014 Approved	Percent Change
Equip(5260)				
Dues and Subscriptions(5491)	\$250.00	\$300.00	\$300.00	
Vehicle Supplies(5250)	\$20,000.00	\$23,000.00	\$23,000.00	
Departmental Supplies(5295,5293)	\$65,000.00	\$63,500.00	\$63,500.00	
Icarus Maintenance(5295)	\$3,000.00	\$3,000.00	\$3,000.00	
Vehicle Main & Repair(5353)	\$10,000.00	\$10,000.00	\$10,000.00	
Equipment Main & Repair(5352)	\$11,000.00	\$11,000.00	\$11,000.00	
Total	\$144,750.00	\$147,800.00	\$147,800.00	
Environmental Services				
Solid Waste Collection(5691)	\$871,300.00	\$939,728.00	\$939,728.00	
Chipping(5690)	\$10,000.00	\$16,000.00	\$16,000.00	
Total	\$881,300.00	\$955,728.00	\$955,728.00	
Transportation				
Street Maintenance(5591)	\$12,000.00	\$12,000.00	\$12,000.00	
Roadway Improvements (5591)	\$98,000.00	\$88,000.00	\$88,000.00	
Signage(5293)	\$0.00	\$1,500.00	\$1,500.00	
Total	\$110,000.00	\$101,500.00	\$101,500.00	
Capital				
Welcome Signs	\$7,000.00	\$0.00	\$0.00	
Building and Structures(5580)	\$57,866.00	\$0.00	\$0.00	
Service Truck	\$0.00	\$28,000.00	\$28,000.00	
Pave PW Lot	\$0.00	\$20,000.00	\$20,000.00	
Total	\$64,866.00	\$48,000.00	\$48,000.00	
Totals	\$1,523,759.00	\$1,545,085.00	\$1,545,085.00	1.4%

Planning Board

Budget Highlights and Line Item Explanations

Personnel

- Member Compensation – \$100.00 per meeting per member for seven members estimated at twelve monthly meetings and four mid-month meetings.
- FICA – Social Security and Medicare paid at the rate of 7.65%

Contracted Services

- Legal Fees – legal services moved to Planning & Inspection.
- Preparation of Minutes – contract with Betty Williams to prepare the Planning Board's minutes

Operations

- Travel and Training – member training sessions
- Advertising – special meetings

Total Expenditures

- There is no increase recommended for FY 2013-2014.

Planning Board(4980)

Expenditure by Type	2012-2013 Approved	2013-2014 Requested	2013-2014 Approved	Percent Change
Personnel				
Member Compensation(5121)	\$11,200.00	\$11,200.00	\$11,200.00	
FICA(5181)	\$757.00	\$757.00	\$757.00	
Total	\$11,957.00	\$11,957.00	\$11,957.00	
Contracted Services				
Prep of Minutes(5396)	\$2,400.00	\$2,400.00	\$2,400.00	
Total	\$2,400.00	\$2,400.00	\$2,400.00	
Operations				
Travel & Training(5310)	\$500.00	\$500.00	\$500.00	
Total	\$500.00	\$500.00	\$500.00	
Totals	\$14,857.00	\$14,857.00	\$14,857.00	0%

Board of Adjustment

Budget Highlights and Line Item Explanations

Personnel

- Member Compensation – \$50.00 per meeting per member for three meetings.
- FICA – Social Security and Medicare paid at a rate of 7.65%

Contracted Services

- Legal Fees – legal services provided beyond the scope of the annual retainer
- Preparation of Minutes – contract with Betty Williams to prepare the Board of Adjustment meeting minutes

Operations

- Travel and Training – member training sessions
- Advertising – publication of special meetings, variance requests, etc

Total Expenditures

- The recommended budget for FY 2013-2014 includes a \$1,210 increase.

Board of Adjustments(4990)

Expenditure by Type	2012-2013	2013-2014	2013-2014	Percent Change
	Approved	Requested	Approved	
Personnel				
Member Compensation(5122)	\$1,050.00	\$1,050.00	\$1,050.00	
FICA(5181)	\$80.00	\$80.00	\$80.00	
Total	\$1,130.00	\$1,130.00	\$1,130.00	
Contracted Services				
Legal Fees(5192)	\$240.00	\$1,500.00	\$1,500.00	
Prep of Minutes(5396)	\$800.00	\$750.00	\$750.00	
Total	\$1,040.00	\$2,250.00	\$2,250.00	
Operations				
Travel & Training(5310)	\$250.00	\$250.00	\$250.00	
Advertising(5370)	\$120.00	\$120.00	\$120.00	
Total	\$370.00	\$370.00	\$370.00	
Totals	\$2,540.00	\$3,750.00	\$3,750.00	47.6%

Recreation Committee

Budget Highlights and Line Item Explanations

Operations

- Advertising – special meetings
- OBX Marathon – decorations and other preparations for marathon

Total Expenditures

- Recommended budget represents a No Increase in funding for FY 2014.

Recreation Committee (4111)

Expenditure by Type	2012-2013 Approved	2013-2014 Requested	2013-2014 Approved	Percent Change
Operations				
Advertising(5370)	\$200.00	\$200.00	\$200.00	
OBX Marathon(5399)	\$500.00	\$500.00	\$500.00	
Total	\$700.00	\$700.00	\$700.00	
Totals	\$700.00	\$700.00	\$700.00	0%

Non-Departmental

Budget Highlights and Line Item Explanations

Operations

- Employee event-annual employee picnic.
- Departmental supplies- includes pens, paper, toner, fasteners, coffee, water, for Town Hall Departments.
- Utilities – power, water, and cable at Town Hall
- Telephone and Communications – phone service for Town Hall.
- Postage – postage for various Town Hall departments
- Equipment Maintenance and Repair – maintenance and supplies for office equipment
- Vehicle Maintenance and Repair – routine maintenance for administration vehicles
- Printing – letterhead and envelopes
- Advertising – general advertising for meetings, events, schedule, changes, etc.
- Vehicle Supplies – gasoline, tires, etc. for administration vehicles
- Office Supplies – has been combined with Departmental supplies.
- SVC Contracts-copier maintenance contracts (2)
- Insurance – Town's property and casualty insurance, flood insurance, public official's liability insurance, and worker's comp insurance.
- County Collection Fee-service for ADVAL and vehicle tax collections for the Town.
- PEG Channel Fees-charge by Dare County to broadcast information on Channel 20 (Pass-thru funds)

Capital

- IT/Web Costs-for emergency repair of computers, servers, network equipment, backup devices and specialty software.
- C/O-Future Reserves- amount budgeted for all departments for the future replacement of computers in Town in FY 14-15.
- Office Equipment- funds for the replacement of copiers, printers, and recording and audio equipment,

Reserve

- Under House Bill 4, beginning FY 2013-2014 municipalities are required to maintain a reserve equivalent to one (1) percent of their total unemployment insurance taxable wages paid.

Total Expenditures

- Recommended budget represents a spending increase of \$ 31,164 or 9.7% more than the approved FY 2013 budget.

Non-Departmental(4100)

Expenditures by Type	2012-2013 Approved	2013-2014 Requested	2013-2014 Approved	Percent Change
Operations				
Employee event(5220)	\$1,200.00	\$2,400.00	\$2,400.00	
Departmental Supplies(5299)	\$2,000.00	\$4,500.00	\$4,500.00	
Utilities 5330	\$5,200.00	\$5,000.00	\$5,000.00	
Telephone & Communications 5321	\$4,000.00	\$3,790.00	\$3,790.00	
Postage 5325	\$900.00	\$500.00	\$500.00	
Equipment Maint. and Repair 5352	\$500.00	\$500.00	\$500.00	
Vehicle Maint. and Repair 5353	\$800.00	\$1,400.00	\$1,400.00	
Printing 5340	\$500.00	\$500.00	\$500.00	
Advertising 5370	\$1,400.00	\$1,000.00	\$1,000.00	
Vehicle Supplies 5250	\$750.00	\$750.00	\$750.00	
Office Supplies 5260	\$2,500.00	\$0.00	\$0.00	
SVC Contracts 5440	\$5,000.00	\$6,700.00	\$6,700.00	
Insurance 5450	\$199,730.00	\$199,730.00	\$199,730.00	
County Collection Fee 4440	\$39,850.00	\$45,139.00	\$45,139.00	
PEG Channel Fees 4004	\$18,000.00	\$18,000.00	\$18,000.00	
IT/Web Costs 5383	\$3,000.00	\$3,000.00	\$3,000.00	
Total	\$285,300.00	\$292,909.00	\$292,909.00	
Capital				
C/O Future Reserves 5550	\$37,500.00	\$37,500.00	\$37,500.00	
Office Equipment	\$0.00	\$10,000.00	\$10,000.00	
Total	\$37,500.00	\$47,500.00	\$47,500.00	
Reserve				
1% of Salaries	\$0.00	\$13,585.00	\$13,585.00	
Total	\$0.00	\$13,585.00	\$13,585.00	
Totals	\$322,830.00	\$353,994.00	\$353,994.00	9.7%

Police Department

Mission

The mission of the Kitty Hawk Police Department, in cooperation with our community, is to protect life and property, and enhance the quality of life for all our customers. We will respond to the changing needs of our vacation community by implementing and sustaining compassionate, creative and comprehensive law enforcement programs, which focus on prevention, as well as apprehension.

Budget Highlights and Line Item Explanations

Personnel

- Salaries and Wages - includes a 2% pay plan adjustment and separation allowance payments to three (3) retired law enforcement officers. Includes \$ 5,000 for overtime and \$29,871 for Holiday pay.
- FICA – Social Security and Medicare and is paid at a rate of 7.65%
- Group Insurance – \$16,261 increase in premiums budgeted – includes continuation of a High Deductible Health Plan (HDHP) for medical insurance as well as dental and life insurance premiums for all active department personnel. The Health Savings Account (HSA) remains the same.
- Retirement – NC Local Government Employees' Retirement System and is paid at a rate of 7.28% for sworn law enforcement personnel and 7.28% for civilian personnel - supplemental retirement program (401 k) in which the Town matches employee contributions up to 2% (employee must choose to participate) – additional state mandated 5% contribution to a supplemental 401 K retirement program for all sworn law enforcement personnel
- Separation Allowance – contribution to the trust fund for future payments.

Professional Services

- Professional Services-annual officer physicals.

Operations

- Uniforms – shirts, pants, boots, leather gear, etc.
- Vehicle Fuel – Gasoline-increased due to fuel costs.
- Departmental Supplies – cleaning supplies, professional literature, office supplies, etc.
- Travel and Training – Maintain certifications and attendance at additional professional development seminars and meetings. Firearm ammunition.
- Telephone and Communications – land line and cell service, the department's connection to DCI, and connections to mobile data terminals in each patrol vehicle. Includes 12 air cards and license fees for Netmotion and Phonefactor (a part of two part authentication required by FBI/SBI)
- Postage – departmental mailings, shipping.
- Utilities – power, water, and propane.
- Printing – operations reports, investigation reports, arrest reports, warning tickets, business cards, letter heads, and envelopes.
- Equipment Maintenance and Repair – radios, radar, cameras, etc.
- Vehicle Maintenance and Repair – routine vehicle maintenance and repair and tires.
- Service & Maintenance Contracts-software maintenance agreement with OSSl, DCI access, Copier Service Contract, etc.
- Dues and Subscriptions – professional organization membership dues

- UTV Rental – lease one (1) UTV
- Community outreach – Neighborhood Watch and service programs.
- GHSP Grant – Governor’s Highway Safety Grant.

Capital

- Vehicle Rotation – Purchase of two (2) vehicles.
- Equipment- In Car Camera maintenance (\$5,000) and Ballistic Vest Rotation (\$2,000). The Police Department has a mandatory ballistic vest replacement program. This is a pass through program with funds provided by the Department of Justice and NCLM.

Total Expenditures

- Recommended budget represents a spending decrease of \$ 1,573 or 1% less than the approved FY 2012 – FY 2013 budget.

Police Department(4310)

Expenditures by Type	2012-2013 Approved	2013-2014 Requested	2013-2014 Approved	Percent Change
Personnel				
Salaries & Wages(5121)	\$913,368.00	\$896,485.00	\$896,485.00	
Overtime(5124)	\$5,000.00	\$5,000.00	\$5,000.00	
FICA(5181)	\$74,485.00	\$68,582.00	\$68,582.00	
Retirement(5182)	\$62,150.00	\$64,793.00	\$64,793.00	
Group Insur(5183)	\$220,755.00	\$237,016.00	\$237,016.00	
401 K Town(5182)	\$59,909.00	\$57,973.00	\$57,973.00	
Separation Allowance(5980)	\$55,297.00	\$77,430.00	\$77,430.00	
Total	\$1,390,964.00	\$1,407,279.00	\$1,407,279.00	
Professional Services (5193)				
Medical Physicals (5193)	\$8,000.00	\$7,000.00	\$7,000.00	
Total	\$8,000.00	\$7,000.00	\$7,000.00	
Operations				
Telephone & Comm.(5321)	\$16,600.00	\$17,040.00	\$17,040.00	
Postage(5325)	\$1,000.00	\$1,000.00	\$1,000.00	
Utilities(5330)	\$6,000.00	\$6,000.00	\$6,000.00	
Printing(5340)	\$1,500.00	\$1,500.00	\$1,500.00	
Uniforms(5212)	\$8,600.00	\$8,000.00	\$8,000.00	
Service & Main. Contracts(5440)	\$19,200.00	\$19,200.00	\$19,200.00	
Travel & Training(5310)	\$13,000.00	\$11,000.00	\$11,000.00	
Departmental Supplies(5299)	\$7,000.00	\$7,000.00	\$7,000.00	
Dues & Subscriptions(5491)	\$1,000.00	\$1,000.00	\$1,000.00	
Vehicle Fuel (5250)	\$45,000.00	\$51,000.00	\$51,000.00	
Equip. Main & Repair(5352)	\$9,000.00	\$9,000.00	\$9,000.00	
Vehicle Maint. & Repair(5353)	\$12,000.00	\$12,000.00	\$12,000.00	
ATV Rental(5433)	\$2,800.00	\$2,800.00	\$2,800.00	
Community Outreach(5497)	\$1,000.00	\$1,000.00	\$1,000.00	
GHSP Grant(5060)	\$49,605.00	\$20,000.00	\$20,000.00	
Total	\$193,305.00	\$167,540.00	\$167,540.00	
Capital				
Equipment(5550)	\$0.00	\$7,000.00	\$7,000.00	
Vehicle Rotation(5540)	\$51,933.00	\$53,810.00	\$53,810.00	
Total	\$51,933.00	\$60,810.00	\$60,810.00	
Totals	\$1,644,202.00	\$1,642,629.00	\$1,642,629.00	-1%

Fire Department

Mission

It is the mission of the Kitty Hawk Fire Department to provide life saving services to all customers of the Town of Kitty Hawk and property preservation from fire and natural disasters through education, prevention, inspection and incident mitigation, and constantly striving for improvements.

Budget Highlights and Line Item Explanations

Personnel

- Salaries and Wages – includes a 2% pay plan adjustment along with \$ 20,400 for overtime \$ 96,403 for seasonal employees, \$ 8,156 for holiday pay, and \$ 12,000 for volunteer incentive pay.
- FICA – Social Security and Medicare and is paid at a rate of 7.65%
- Retirement – NC Local Government Employees' Retirement System and is paid at a rate of 7.28% and 401 K Supplemental retirement program in which the Town matches employee contributions up to 2% (employee must choose to participate)
- Fireman's Relief Fund – pension fund for retired firefighters
- Group Insurance – \$ 3,417 increase in premiums budgeted – includes continuation of a High Deductible Health Plan (HDHP) for medical insurance as well as dental and life insurance premiums. The Health Savings Account (HSA) remains the same.

Professional Services

- Professional services for annual physicals (cost increase).

Operations

- Telephone and Communications – landline and cell service - replace six (6) pagers
- Postage – mailings and return postage costs for customer reply cards
- Utilities – power, water, and cable
- Uniforms – protective equipment and uniforms for personnel
- Service and Maintenance Contracts – maintenance contract for software, breathing apparatus, ladder testing, copy machine, uniform cleaning,
- Travel and Training – required to maintain certifications, additional training and seminars
- Departmental Supplies – new and replacement equipment for the apparatus. Includes Culligan water and coffee.
- Dues and Subscriptions – membership dues for professional organizations.
- Vehicle Supplies – gasoline, tires, etc. – increase in gasoline costs
- Equipment Maintenance and Repair – routine maintenance of equipment.
- ATV Lease – lease two (2) ATV's for Ocean Rescue

Capital

- Breathing Apparatus Bottles- replace six (6) 4.5 psi bottles and three (3) packs.
- Jet Ski-replace 2001 Kawasaki with new Yamaha Jet Ski
- Portable Radio-purchase one 800 mhz portable radio.

Debt Service

- Firehouse – annual debt service payment for new firehouse

Total Expenditures

Represents a \$ 474,250 increase from the FY 2012-2013 budget.

Fire Department(4340)

Expenditures by Type	2012-2013 Approved	2013-2014 Requested	2013-2014 Approved	Percent Change
Personnel				
Salaries & Wages(5121)	\$769,241.00	\$791,887.00	\$791,887.00	
Overtime(5122)	\$20,000.00	\$20,400.00	\$20,400.00	
Volunteer Incentive Pay(5121)	\$12,000.00	\$12,000.00	\$12,000.00	
FICA(5181)	\$60,377.00	\$60,580.00	\$60,580.00	
Retirement(5182)	\$46,714.00	\$50,632.00	\$50,632.00	
Fireman's Relief Fund(5182)	\$4,440.00	\$4,440.00	\$4,440.00	
Group Insurance(5183)	\$102,215.00	\$105,632.00	\$105,632.00	
401 K Town(5182)	\$10,120.00	\$10,168.00	\$10,168.00	
Total	\$1,025,107.00	\$1,055,739.00	\$1,055,739.00	
Professional Services (5193)				
Medical Physicals (5193)	\$11,900.00	\$12,900.00	\$12,900.00	
Total	\$11,900.00	\$12,900.00	\$12,900.00	
Operations				
Telephone & Comm.(5321)	\$11,390.00	\$10,630.00	\$10,630.00	
Postage(5325)	\$250.00	\$250.00	\$250.00	
Utilities(5330)	\$12,000.00	\$13,378.00	\$13,378.00	
Uniforms(5212)	\$20,265.00	\$20,265.00	\$20,265.00	
Ser. & Main. Contracts(5440)	\$4,250.00	\$4,250.00	\$4,250.00	
Travel & Training(5310)	\$8,750.00	\$8,750.00	\$8,750.00	
Departmental Supplies(5299)	\$16,600.00	\$16,600.00	\$16,600.00	
Dues & Subscriptions(5491)	\$2,000.00	\$2,000.00	\$2,000.00	
Vehicle Supplies(5250)	\$15,000.00	\$15,000.00	\$15,000.00	
Equipment Maint. & Repair (5352)	\$13,000.00	\$13,000.00	\$13,000.00	
Vehicle Maint. And Repair(5353)	\$22,000.00	\$23,000.00	\$23,000.00	
ATV Lease(5433)	\$4,000.00	\$4,000.00	\$4,000.00	
Total	\$129,505.00	\$131,123.00	\$131,123.00	
Capital				
Breathing Apparatus(5550)	\$17,000.00	\$17,000.00	\$17,000.00	
Replacement Jet Ski	\$0.00	\$9,000.00	\$9,000.00	
800 mhz Portable Radio	\$0.00	\$6,000.00	\$6,000.00	
Thermal Imager	\$11,000.00	\$0.00	\$0.00	
Ocean Rescue Vehicle	\$33,000.00	\$0.00	\$0.00	
Replacement of Engine 132(5540)	\$123,000.00	\$600,000.00	\$600,000.00	
Replacement of pressure governor	\$7,000.00	\$0.00	\$0.00	

Expenditures by Type	2012-2013 Approved	2013-2014 Requested	2013-2014 Approved	Percent Change
Total	\$191,000.00	\$632,000.00	\$632,000.00	
Debt Service				
Firehouse(5710)	\$282,000.00	\$282,000.00	\$282,000.00	
Total	\$282,000.00	\$282,000.00	\$282,000.00	
Totals	\$1,639,512.00	\$2,113,762.00	\$2,113,762.00	29%

Storm Damage Reduction

Budget Highlights and Line Item Expenditures

Contracted Services

- Legal Fees- legal services for preparation of easements.
- Engineering- studies, design, preparation of plats and plans.
- Financial Consultant- consultant services to determine viability of proceeding with storm damage reduction.

Operations

- Postage- mailing costs associated with property notifications.
- Advertising- ads for public hearings.
- Printing- cost for printing documents for mass mail out.

Storm Damage Reduction

Expenditure by Type	2012-2013 Approved	2013-2014 Requested	2013-2014 Approved	Percent Change
Contracted Services				
Legal Fees	0	\$30,000.00		
Engineering	0	\$50,000.00		
Financial Consultant	0	\$20,000.00		
Total	0	\$100,000.00		
Operations				
Postage	0	\$3,800.00		
Advertising	0	\$2,000.00		
Printing	0	\$1,500.00		
Total	0	\$7,300.00		
Totals	0	\$107,300.00		

Appendices

BUDGET DEVELOPMENT CALENDAR FOR FY 2013-2014

Tuesday, January 29, 2013, 9:00 AM	Department Heads meet with Town Manager
Tuesday, February 26, 2013	Department Heads return worksheets.
Wednesday and Thursday, February 27 and 28, 2013	Department Heads meet with Manager
Monday March 11, 2013, 9:00 AM	Budget Workshop-Council discusses Department needs.
Monday, March 18, 2013	Department Heads submit Goals and Objectives.
Monday, April 8, 2013	Department Heads submit CIP.
Tuesday, April 23, 2013, 9:00 AM	Budget Workshop-Draft Budget and CIP
Monday, May 6, 2013	Recommended Budget filed.
Tuesday, May 21, 2013, 9:00 AM	Budget Workshop
Tuesday, May 28, 2013	Town Manager files recommended budget with Town Clerk.
Monday, June 3, 2013	Recommended budget submitted to Council
Monday, June 3, 2013, 6:00 PM	Public Hearing on Budget and possible adoption.
June 24 to June 26, 2013	Notification of Town Tax Rate sent to Dare County Tax Department
Tuesday, June 24, 2013, 9:00 AM	Recessed meeting for approval of budget (if needed)
July 1, 2013	FY 2013-2014 begins.

Town Council Goals, Work Objectives, and Financial Policies For FY 2013-2014

A. Functional Area: Public Safety

1. Police/Law Enforcement

- (a) Provide services, prevent crimes and protect persons and property within the Town of Kitty Hawk in a "customer/user-friendly" manner.
- (b) Maintain high visibility of Police in the community through business and residence checks and foot patrols.
- (c) Work with neighborhoods and citizen groups to initiate and maintain Community Outreach Programs.
- (d) To continue to promote a professional, well-trained police, adequately paid workforce that is courteous, friendly, and helpful to residents, corporate citizens, and visitors to the Town, and whom constituents trust.
- (e) To maintain Police Department web page with current information.
- (f) Publicize, educate, and expand community-oriented programs, such as Shop-with-a-Cop, Bank Alarm Response, Project Lifesaver, and Community Outreach Programs.
- (g) To encourage law enforcement personnel to be involved in the community, as well as civic organizations in the Town.
- (h) To provide information and reports to the Town Manager for inclusion in the Manager's Report, the Town Newsletter, and the Town web site.

2. Building Inspections/Code Enforcement

- (a) To review all building plans in an efficient and customer-friendly manner.
- (b) To administer the local CAMA program in an efficient and customer-friendly manner.
- (c) To inform and educate the general public on development issues, processes, and projects within the Town of Kitty Hawk.
- (d) To respond to all public inquiries in a timely and accurate manner.

- (e) Notify impacted property owners about significant Town improvement projects (could include an informational meeting, website, e-newsletter, letters, or other means as necessary).
- (f) Update the Town's website with FAQ's, additional information, and online application forms.
- (g) Continue under a general policy of pursuing violations according to the Town's policy, working with owners on alternative solutions and allowing a reasonable amount of time for compliance to be achieved.
- (h) Provide equitable enforcement of sign violations in accordance with the adopted sign ordinance as detected during normal course of business.
- (i) To ensure a well-trained Planning and Inspections Department:
 - 1. Building Inspector to attend required continuing education courses in each of the five trades in order to maintain State certifications.
 - 2. CAMA Local Permit Officer (LPO) to attend required continuing education courses in order to maintain State certification and the Town's participation in the CAMA local permitting program.
- (j) To provide information for the Town Newsletter, Manager's Report, and Town Website that reflects the activities of the Planning & Inspection Department.

3. Fire and Ocean Rescue

- (a) Continue daily staffing of four (4) firefighters on duty using full time and part-time coworkers to meet NCDOL standards.
- (b) To continue to recognize firefighters for their service to the Town of Kitty Hawk at Town Council meetings for three years, five years, and each five-year increment afterwards.
- (c) To make progress toward achieving five- (5) minute response times for fire and medical calls for service, 90% of the time.
- (d) To make progress toward achieving nine- (9) minute response times for full first alarm assignments for fire emergencies, 90% of the time.
- (e) To continue to monitor and evaluate the beach populations to determine the need for an additional stationary lifeguard stands.

- (f) To conduct weekly education programs to time-share occupancies from Memorial Day – Labor Day, educating weekly visitors in water safety and the dynamics of the ocean.
- (g) To conduct required Fire Code Compliance Inspections in sufficient number to meet NCGS 160A-411.
- (h) To continue Pre-Incident Surveys in order to visit each business and target hazard in Kitty Hawk on an annual basis.
- (i) Maintain open lines of communication between elected officials, Town Manager, and all other town departments and fire department by providing information on Fire Department activities for the Manager's Report, Town Newsletter, and Town Webb Site.
- (j) Work towards lowering the fire departments Fire Protection Rating to Class 4.
- (k) Place a new 1st Due Engine into operation by 5/1/14.

4. Emergency Preparedness

- (a) To update the Town's Emergency Preparedness, Response, and Recovery Plan before the beginning of Hurricane Season
- (b) To complete all of the preparations for Hurricane Season as laid out by the Town's Emergency Preparedness, Response, and Recovery Plan prior to Hurricane Season
- (c) To maintain a liaison to the Dare County EOC.
- (d) To complete all training necessary to remain compliant with the National Incident Management System (NIMS)

B. Functional Area: Transportation

1. Regional Transportation

- (a) To evaluate Kitty Hawk's level of participation and commitment to various surface transportation planning initiatives in the region.
- (b) To participate in the CTP study being conducted by NCDOT and make recommendations that best apply to Kitty Hawk.

2. Multi-Use Paths, Beach/Sound Access Points & Parking

- (a) To include public input as a key component throughout the planning process.
- (b) To evaluate the location and design of such facilities with the intention of not degrading the aesthetics and quality of life for neighboring property owners.
- (c) To focus on providing public beach access toward the southern end of the Town.
- (d) To work with property owners on acquiring suitable property or easement by voluntary means for such purposes as multi-use paths, beach accesses, and parking areas.
- (e) To identify and pursue grants and other funding sources for multi-use paths, access points, and parking areas identified in the Master Plan.

3. Streets

- (a) To maintain street and directional signage to standards as prescribed by the Manual of Uniform Traffic Control Devices (MUTCD).
- (b) To routinely maintain Highway 12 at a level greater than that maintained by the North Carolina Department of Transportation by sweeping sand build-up from the street and shoulders bi-monthly.
- (c) To plan access points with environmentally sensitive crossovers that meets CAMA and other State and Federal requirements and in conjunction with the approved Master Plan.
- (d) To continue to maintain all streets in Kitty Hawk while properly utilizing Powell Bill funds.

C. Financial Policies

- 1. Insure that the Town Council's adopted policies are strictly enforced.
- 2. Insure the immediate execution of budgetary and fiscal decisions and to provide financial data, records, contracts, and files for needed fiscal decision-making.
- 3. Provide monthly reports for the Town's financial condition to the Town Council, all departments, and State and Federal agencies.
- 4. Look for ways to further automate accounting functions in order to streamline and operate more efficiently.
- 5. Promptly pay submitted reimbursable expenses and payments to vendors so as to take advantage of any discounts that would be in the Town's best interest.

6. Maximize cash flow and investment earnings in accordance with Town policies and NC General Statutes.
7. Insure the accurate and prompt collection of Town revenues, including monitoring receipt and use of State and Federal grant funds.
8. Monitor expenditures in accordance with budget and ensure cost effective purchasing.
9. Accurately and promptly process departmental payrolls and employ systems to track use of co-worker sick leave, vacation leave, and compensatory time off.
10. Keep all Town departments informed on a "real time" basis of their financial condition and to coordinate and approve purchases by all Town departments and functions.
11. Review and integrate current and historical financial data into formats reflecting our changing financial condition toward fulfillment of the Town's Financial Policy goals in accordance with GASB, state, and federal reporting requirements.
12. Administer the Town's financial accounting system in accordance with generally accepted accounting principles and applicable statutory requirements and provide accurate and timely financial reports.

D. Economic and Community Development

1. Ordinance Review

- (a) Update the zoning ordinance and other development standards as necessary to address the changing needs of residents and businesses in the community.
- (b) Conduct planning and review efforts using the Planning Board and in-house resources.

2. Development Review

- (a) Select and utilize well qualified professional consulting engineers with coastal experience as needed during the site plan review process.
- (b) Select well qualified professional consulting architects or engineers for special projects for the Town on a case-by-case basis.
- (c) Review all site plans, plats, and other development applications for conformance with Town regulations in a timely, consistent, and customer-friendly manner.

- (d) Provide training opportunities for Planning Board and Board of Adjustment members to better understand their roles and responsibilities as appointed boards for the Town of Kitty Hawk.

E. Environmental and Aesthetic Concerns

1. Dunes

- (a) Monitor beach and dune erosion and take immediate steps to remedy situations that compromise public safety.
- (b) Continue to explore and develop strategies to initiate an appropriate dune stabilization program on public property such as sprigging with beach grasses, installing sand fences, and/or environmentally sensitive dune crossovers, and installing "keep off the dune" signs visible from both sides of the dune.
- (c) Provide beach access in areas where dunes are vulnerable and install walkways with appropriate signage to direct foot traffic to less sensitive areas.
- (d) Pursue cooperatively with other Dare County governmental jurisdictions, State and Federal funding for short-term and long-term dune replenishment and dune re-nourishment consistent with available best practices.

2. Stormwater Management

- (a) Continue permitting process to implement recommended Stormwater Management Plan completed in 2012.
- (b) Maintain adopted stormwater management standards for new commercial, institutional, and multi-family residential development.

3. Solid Waste

- (a) Ensure that the Town's solid waste management opportunities and requirements are consistent with needs and expectations of the general public in a user-friendly manner.

4. Beautification

- (a) Emphasize the continued maintenance and enhancement of beautification efforts along the Town's key entryways and corridors.

5. Flood Damage Protection

- (a) Review all development projects in a fair and reasonable manner for compliance with the standards of the Town's flood damage prevention ordinance and FEMA regulations.
- (b) Offer a variety of educational opportunities for local residents to learn about improving personal safety.
- (c) Conduct flood damage prevention activities in a manner that increases the Town's score in the Community Rating System, thus reducing insurance rates in Kitty Hawk.

F. Leisure-Time Activities

1. Parks and Recreation

- (a) Work with property owners on acquiring suitable property or easements by voluntary means.
- (b) Evaluate the location and design of recreational facilities with the intention of not degrading the aesthetics and quality of life for neighboring property owners.
- (c) Identify and pursue grants and other funding sources for recreational improvements.
- (d) Conduct public information sessions prior to the construction stage of recreational projects.

G. Administrative Policies

1. Personnel

- (a) Conduct all of the Town's personnel functions in a cost effective, efficient, and user-friendly manner
 - 1. Maintain staffing levels at a ratio proportionate to the population and needs of the Town.
 - 2. Make every effort to hold down employee benefit insurance costs.

- (b) Develop and operate a personnel system that will recruit and retain high quality employees for the Town of Kitty Hawk.
 - 1. Enforce the Town's Personnel Policy and other personnel related policies fairly and equitably to all Town employees.
- (c) Fulfill the statutory requirements of the Town Manager's office consistent with the North Carolina General Statutes
- (d) Appoint and suspend or remove all Town employees in accordance with the Town's personnel rules, policies, and procedures.
- (e) Direct and supervise the administration of all Town departments and divisions. Insure that all Department Heads maintain a staff level that does not require excessive amounts of overtime.
- (f) Attend all meetings of the Town Council and make professional recommendations as appropriate.
- (g) Ensure that all laws of the State of North Carolina, Town Charter, ordinances, resolutions, and regulations of the Town Council are faithfully executed.
- (h) Prepare and submit the annual budget and Capital Improvement Plan to the Town Council.
- (i) Annually submit to the Town Council, and make a copy available for public inspection a complete audit on the finances and administrative activities of the Town as of the end of the fiscal year.
- (j) Perform any other duties that may be required or authorized by the Town Council, not inconsistent with State and Federal laws.
- (k) Communicate all areas of concern with the Town Council either in a formal Council venue or via memo or email.
- (l) Promptly return all phone calls and emails from members of the Town Council and the general public.
- (m) Meet with individual members of the Town Council as needed.
- (n) Represent the Town at local, regional, and state meetings that will enhance the knowledge of the policies and economic conditions.
- (o) Educate new and existing employees about the Town policies and procedures:
 - 1. Conduct orientation for all new Town employees to inform them of the Town's policies and procedures, their department's policies,

and procedures, the benefits that they receive for being a Town employee, and to answer any of their questions so that their transition into their new position is smooth.

2. Conduct exit interviews for all coworkers leaving the Town service to make them aware of the possibility of continued health insurance through COBRA, to provide them with information about additional insurance and retirement programs that will be ending and to obtain information about why they are leaving the Town service so that the Town can improve itself as an employer.
 3. Notify all employees of new policies when existing policies are amended or new policies are adopted by town council. Hold workshops as needed.
- (p) Keep all Town policies and procedures updated and in accordance with State and Federal law. Develop and implement new policies as needed.
 - (q) Attend conferences and training sessions related to personnel management, safety, insurance, and municipal administration
 - (r) Review each Town Policy on annual basis in conjunction with the Town Attorney and update them if needed.

2. Connecting Citizens with the Town

- (a) Communicate effectively with all of the Town's citizens.
- (b) Publish the Manager's Newsletter every other week and direct readers to the Town's web site where more information can be provided
- (c) Increase the number of recipients of the Manager's Newsletter by email.
- (d) Update the general information on the Town's web site weekly or as needed.
- (e) Post all meeting minutes on the Town's web site.
- (f) Post the monthly building activity report on the Town's web site.
- (g) Post all meeting agenda's on the web site.
- (h) Post the Council's action agenda on the Town web site.
- (i) Update Channel 20 at least twice per month with useful and timely information
- (j) Develop programs for Channel 20 depicting Town services and to develop a community awareness of the operation and function of the Town government.

- (k) Send press releases to local media outlets when warranted
- (l) Maintain an open door policy. Greet all visitors with courtesy as they arrive at Town Hall. Assist citizens and other visitors with or without an appointment.
- (m) Promptly return all customer phone calls and emails
- (n) Conduct informational workshops to increase the awareness and understanding of important issues by the general public, as needed.
- (o) Utilize media opportunities by creating informational videos and posting on web site and YouTube.

3. Special Notification

- (a) Provide newspaper and email notification to citizens when the day services, such as solid waste collection, change or special services, such as large item pick-up or chipping service are offered.
- (b) Provide up-to-date public information on the bulletin board located in Town Hall.

4. Boards and Committees

- (a) Develop means for recruiting citizens to serve on the Town's boards and committees and to provide adequate training for citizen volunteers appointed to the boards and committees.

5. Council Workshops

- (a) Plan and conduct Council workshops as requested.

6. Revenue Policy

- (a) The tax rate shall be reviewed and set each year based on the estimated cost of providing general government services and future capital requirements.
- (b) The Town will set fees that will optimize user charges for identifiable services. To the extent practical, any Town service that is of a higher level to or benefits specific recipients shall be supported by user fees designed to recover costs from those recipients. Examples are certain recreation activities, programs that may be funded through user fees and registration

charges, and building and code enforcement activities funded through permit fees.

7. Operating Budget Policy

- (a) Current operating revenues will be sufficient to support current operating expenditures. Typically the available fund balance appropriated shall not exceed an amount that management can reasonably expect to save during the year except as authorized by Council action during periods of abnormal events or economic conditions.
- (b) It is the policy of the Town that the operating budget must be prepared in accordance with Generally Accepted Accounting Principles as required by the North Carolina Local Government Budget & Fiscal Control Act (N.C.G.S. 159)

8. Accounting Policy

- (a) An independent certified public accounting firm will audit and issue an official opinion on the Town's annual financial statements to the Town Council annually.

9. Debt Policy

- (a) Capital improvements financed through the issuance of bonds or through an installment purchase contract (NCGS 160-A. 20) shall be financed for a period not to exceed the anticipated useful life of the project.

10. Fund Balance Policy

- (a) The Town will strive to maintain a targeted minimum Fund Balance in the amount of \$3.5 million for emergency purposes related to extraordinary or catastrophic events.

11. Capital Reserve Fund

- (a) The Town will maintain a Capital Reserve Fund for the purposes of long range funding for specific future capital improvements necessary for the continued high level of service in areas of public safety, technology development and recreational facilities.

Adopted this 3rd day of June, 2013 by the Kitty Hawk Town Council.



Clifton Perry
Clifton Perry, Mayor

Lynn Morris
Lynn Morris, Town Clerk

Board and Committee Work Plans

Recreation Committee Work Plan For FY 2013-2014
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Priority # 1**Objective**

Sandy Run Park- Support and advise staff on continued improvements to the park.

Financial Input

1. Staff time

Community Impact

1. Provide citizens with beneficial and well maintained parks.

Priority # 2**Objective**

Dare County Park in Kitty Hawk-Maintain communications and provide support to Dare County.

Financial Input

1. Staff time

Community Impact

1. Provide citizens with adequate park facilities.

Priority # 3**Objective**

Monitor usage and consider additional locations for the installation of bike racks.

Financial Input

1. Staff Time
2. General Fund
3. Capital Improvement Plan

Community Impact

1. Encourage citizens and visitors to use alternative modes of transportation.
2. Provide for safe and convenient place for citizens and visitors to park bikes.

Priority # 4

Objective

Support request to NCDOT for construction of a multi-use path on Kitty Hawk Road from The Woods Road to Twiford Street as a part of state plans for road improvements.

Financial Input

1. NCDOT funding
2. Matching funds

Community Impact

1. Encourage citizens and visitors to use alternative modes of transportation
2. Prioritizes proposed multi-use paths as to expedite project selections.
3. Additional connectivity of neighborhoods for pedestrians and cyclists.

Priority # 5

Objective

Maintain the Recreation Master Plan and a prioritized Multi-Use Path Master Plan and implementation strategy.

Financial Input

1. Staff Time
2. General fund
3. Capital Improvement Plan

Community Impact

1. Accomplishes Town goal of developing short-term and long-term plans for parks and recreation activities.
2. Accomplishes Town goal of developing a comprehensive master plan for multi-use paths that provides pedestrian/bicycle safety crossing for US 158 and NC 12, provides connectivity with destinations along the route, and ensures paths are compatible for multi-purpose activities.
3. Visually outlines existing and proposed multi-use paths.
4. Prioritizes proposed multi-use paths so as to expedite project selections.
5. Additional connectivity of neighborhoods for pedestrians and cyclists.
6. Prioritizes recreational needs identified by citizens.

7. Allows needs to be incorporated into Capital Improvement Plan.

<p style="text-align: center;">Planning Board Work Plan FY 2013-2014</p>
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Priority # 1

Objectives

1. Propose and review proposed text amendments to the Town's adopted development standards.
2. Review site plans, conditional use permits, rezoning requests, and other development applications for compliance with adopted Town development standards, plans, and policies.

Financial Input

\$12,057

1. Member compensation (includes 12 monthly meetings and 4 mid-month meetings if needed)
2. Staff resources

Community Impact

1. The Kitty Hawk Town Code requires the Planning Board to review and offer recommendations regarding zoning amendments, text amendments to development standards, conditional use permits, and site plans.
2. Using the various members' knowledge and experience, the Planning Board provides Town Council with insightful recommendations on development related issues.

Alternatives

1. None

Priority # 2

Objective

Review and update the Town's zoning ordinance, subdivision codes, and other development standards as necessary.

Financial Input

None. (see meeting expenses under Priority #2)

1. Staff resources
2. Potential for additional Planning Board meetings depending on the complexity of the issue being studied

Community Impact

Updated and user-friendly zoning and subdivision ordinances are necessary to incorporate the policies of the Town Council and CAMA Land Use Plan, clarify development standards as necessary, and keep up to date with changing development needs and practices.

Alternatives

1. Status quo, which could lead to outdated and ineffective ordinances

Priority # 3

Objective

Provide continuing training for all members.

Attend or provide training sessions that could include topics such as a legal overview of the decision-making process, fundamentals of zoning and land use planning, current land development standards and practices, or specific topics as necessary.

Financial Input

\$500

1. Staff resources
2. UNC School of Government books and other publications
3. NCAPA planning workshops targeted toward planning board members

Community Impact

1. Increased knowledge of the development issues and processes
2. Decisions that are more defensible from a legal perspective
3. Deeper understanding of roles and responsibilities as appointed officials

Alternatives

1. No training, which could result in the Board making less educated, legally unsound decisions
2. Partner with other Outer Banks communities on funding training by the UNC School of Government or other agencies.

Board of Adjustment Work Plan FY 2013-2014

Priority # 1**Objectives**

1. Review variances as a quasi-judicial body and render decisions to vary or modify any regulation or provision of the zoning ordinance relating to the construction, or alteration of buildings or structures or the use of land so that the intent and spirit of the Town's development standards are maintained, public safety and welfare secured, and substantial justice done.
2. Hear and decide appeals from and review any order, requirement, decision, or determination made by Town staff to ensure fair and equitable enforcement of Town development standards.
3. Interpret zoning maps and disputed questions of lot lines or district boundary lines and similar questions that may arise in the administration of the zoning ordinance.

Financial Input

\$1,130

1. Staff resources
2. Member compensation

Community Impact

1. Board of Adjustment is statutorily responsible to hear appeals, consider special cases, and grant relief when hardship results from the strict application of the ordinance to a particular piece of property.

Alternatives

1. The Planning Board could serve as the Board of Adjustment.

Priority # 2**Objective**

Provide training for all members.

Financial Input

\$250

1. Staff resources
2. UNC School of Government
3. Books or manuals

4. NCAPA planning conferences or workshops targeting Board of Adjustment Members

Community Impact

1. Increased knowledge of zoning process and procedures
2. Decisions that are more defensible from a legal perspective
3. Deeper understanding of roles and responsibilities as appointed officials

Alternatives

1. Status Quo

Priority # 3

Objective

Provide an orientation program for newly appointed BOA members.

Financial Input

n/a

1. Staff resources
2. Town Attorney
3. UNC School of Government publications

Community Impact

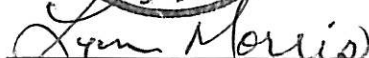
1. Providing a formal orientation program will allow new members to more quickly understand their roles and responsibilities as members of the Board of Adjustment.

Alternatives

1. Have new members facing the challenge of learning a complicated legal process on their own.

Adopted by the Kitty Hawk Town Council this 3rd day of June, 2013




Lynn Morris, Town Clerk


Clifton Perry, Mayor

<p align="center">Town of Kitty Hawk Position Classification Plan and Salary Scale FY 2013-2014</p>
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<u>Grade</u>	<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
52		\$25,754.84	\$37,391.10
53		\$27,042.57	\$39,680.65
54		\$28,394.70	\$41,664.68
55	Public Works Technician Police Records Clerk Office Assistant/Receptionist	\$29,814.42	\$43,747.90
56		\$31,305.15	\$45,935.31
57		\$32,870.41	\$48,232.07
58	Public Works Supervisor	\$34,513.93	\$50,643.67
59	Finance Technician Police Officer I Firefighter I	\$36,239.62	\$53,175.84
60	Police Officer II Firefighter Engineer Administrative Zoning Technician Administrative Records Technician	\$38,051.60	\$55,834.64
61	Detective Police Officer III Master Firefighter	\$39,941.33	\$58,607.52
62	Police Sergeant Fire Captain Management Assistant	\$41,951.90	\$61,557.71
63	Ocean Rescue Director Fire Inspector/Code Enforcement	\$44,049.50	\$64,635.60
64	Building Official Town Clerk* Police Lieutenant	\$46,251.96	\$67,867.36

Town of Kitty Hawk Position Classification Plan and Salary Scale FY 2013-2014


65		\$48,564.57	\$71,260.75
66		\$50,992.79	\$74,823.77
67		\$53,542.42	\$78,564.95
68		\$56,219.56	\$82,493.21
69	Finance Officer* Public Works Director*	\$59,030.53	\$86,617.87
70	Director of Planning and Inspections*	\$61,982.05	\$90,948.76
71	Police Chief * (1) Fire Chief* (1)	\$65,081.16	\$95,496.20
72	Town Manager*	\$68,335.21	\$100,271.00

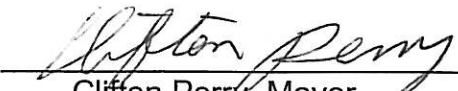
** Exempt position as defined by the Fair Labor Standards Act (FLSA) and not subject to overtime payments or compensatory time off*

This Position Classification Plan reflects a 2% Pay Plan Adjustment.

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Lynn Morris, Town Clerk


Clifton Perry, Mayor

Schedule of Fees

Schedule of Fees FY 2013-2014

Item	Fee
Town Merchandise	
Town of Kitty Hawk Hats	\$ 14.00
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
T-Shirts (Short & Long Sleeved)	\$8.00 - \$16.00
Town Documents	
Copy of Town Meeting Video	\$ 10.00
Copies from Town Copy Machine	\$0.10 per page
Copies from Town Copy Machine > 100	\$0.15 per page
Zoning Book (Chapter 42)	\$ 25.00
Zoning Maps	\$ 3.25
Town Code Book	\$ 130.00
Town Budget Copy	\$ 10.00
Fire Incident Report (First Copy Free)	\$0.10/page for additional copies
Police Report	\$ 5.00
Planning	
Zoning Compliance - Residential	\$ 35.00
Zoning Compliance - Commercial	\$ 75.00
Type I Home Occupation Permit	\$ 50.00
Type II Home Occupation Permit	\$ 100.00
Outdoor Gathering Permit	\$ 50.00
Outdoor Gathering Permit w/Tent	\$ 75.00
Planning Board - Special Meeting	\$ 825.00
Short Term Business Registration	\$ 10.00
Pre-application conference	
Pre-planning application	\$ 255.00
PCD/PUD	\$ 535.00
BC - 3	\$0.15/square foot of building
Site Plans (site plan amendment fees shall be based on the following, whichever is greatest)	

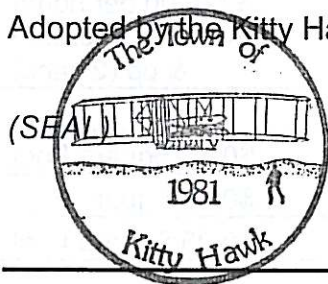
Item		Fee
a. Based on the calculated area of change being proposed:		
Heated area		\$0.15/square foot
Unheated area		\$0.10/square foot
Parking Lot		\$0.02/square foot
b. Multi-family/Townhouse		\$125/Unit
c. If no change in units or square footage of commercial, than \$150.00 to be charged for the (1) acre of affected area; review of any previously approved site plan for any conceptual plan, preliminary plan, final plan which involves less than \$150 per acre for each acre over the minimum.		
d. Minimum \$410 (one half charge of special meeting)		
If no site plan change is required		\$ 50.00
If site plan change required		\$ 100.00
Conditional Use Permit		\$ 300.00
CUP - Family Day Care		\$ 50.00
Residential in a Commercial Zone (Conditional Use)		\$ 25.00
Subdivision Plat Review		
Subdivision		\$100.00 per lot
Exempt		\$50.00 per lot
Variance Request		
Board of Adjustment		\$300.00 Plus Legal Advertising Charge
Planning Board		\$ 300.00
Variance After the Fact (Board of Adjustment)		\$ 510.00
Variance After the Fact (Planning Board)		\$ 510.00
Appeal of Zoning Decision		\$ 75.00
Land Disturbance/Grading		
Lot Disturbance Permit (less than 5,500 sq. ft. of disturbance)		\$ 35.00
Residential Erosion & Sedimentation Control Permit (5,500 sq. ft. of disturbance or greater)		\$ 150.00
Commercial Erosion & Sedimentation Control Permit (5,500 sq. ft. of disturbance or greater)		\$ 0.01/square foot of disturbed area \$1,000 Maximum
Signs		
New Installation		\$50.00 per sign
Temporary Sign/Banner		\$25.00+\$50.00 Deposit
Change of Sign Face		\$ 25.00
Zoning Text/Map Amendment		
Zoning Text Amendment		\$ 205.00
Map Amendment		\$ 300.00

Item	Fee
Wireless Communication Facility Review	
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
Refund Schedule	
Pre-Planning Board Review	75% Refund
If Planning Board has begun review	50% Refund
Pre-Council Review	25% Refund
CAMA	
CAMA Minor Permit	\$ 100.00
Police Department	
False Alarm - 1st Call a Month	No Charge
False Alarm - 2nd Call in a Month	\$ 50.00
False Alarm - 3rd 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 (annually)	\$ 3.00
Special Occasion Permit	\$ 180.00
Fire Department	
Fire Inspection – 1 st Inspection	No Charge
Fire Inspection – 1 st Follow-up	No Charge
Fire Inspection – 2 nd Follow-up	\$ 50.00
Fire Inspection – 3 rd and All Subsequent Follow-ups	\$ 100.00
False Alarm – 1 st Call in a Month	No Charge
False Alarm – 2 nd Call in a Month	\$ 50.00
False Alarm – 3 rd Call in a Month and Subsequent Calls	\$ 100.00
Level I Fire Service Fee	\$ 495.00
Level II Fire Service Fee	\$ 1,835.00
Level III Fire Service Fee	\$ 2,216.00
Hazardous Materials Fee (per hour)	\$ 190.00
Water Flow Test	\$ 250.00
Witness Water Flow Test	\$ 50.00
Building Permit Fees	
General (these fees apply to all new construction)	
Electrical	\$50.00 Residential \$100.00 Commercial

Item	Fee
Plumbing	\$50.00 Residential \$100.00 Commercial
Fuel Piping (Gas)	\$50.00 Residential \$100.00 Commercial
Heating/Air (Mechanical)	\$50.00 Residential \$100.00 Commercial
Irrigation System	\$50 Residential \$100 Commercial
Reinspection	1st - \$50.00 2nd - \$100.00 3rd & sub. - \$150.00
Pier/Dock	\$0.50/Square Foot \$75.00 Minimum
Tennis Court	\$ 100.00
Sprinkler System	\$100.00
Bulkhead	\$\$0.75/Linear Foot \$75.00 Minimum
Sign	\$50.00
Sign with Electricity	\$100.00
Courtesy Inspections	\$ 50.00
Residential	
Heated Area	\$0.55/Square Foot
Unheated Area	\$0.30/Square Foot
House Moving	\$100/out \$250.00 within/\$350.00 into
Demolition	\$ 50.00
Flood Insurance Certification	\$25.00 per certificate
Condemnation Inspection in Association with NFIP	\$ 75.00
Multi-Family Dwellings & Townhouses	\$0.55/Square Foot
Hot Tub (above ground)	\$ 50.00
Swimming Pool/In Ground Hot Tub	\$100.00
Remodeling	\$0.40/Square Foot \$50.00 Minimum
Homeowners Recover Fee	\$10.00
Garbage/Trash Can Fee	\$125.00 per home \$200.00 4 bedroom & up (2 cans)
Commercial	
Heated Area	\$0.70/Square Foot
Unheated Area	\$0.35/Square Foot
Parking Lot	\$0.05/Square Foot

Item	Fee
Fuel Dispensing Device	\$25.00 per Pump
Hotels, Motels	\$125.00/Unit
Minimum Permit Fee	\$ 25 + \$25/Add'l Insp.
Swimming Pool/Hot Tub	\$ 200.00
Remodeling	\$0.50/Square Foot \$100.00 Minimum
Sprinkler System	\$100.00
Fire Suppression System	\$100.00
Battery Systems	\$ 50.00
Compressed Gasses	\$ 50.00
Fire Alarm and 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
<i>Note: Double fees shall be applied to all permits if work has commenced prior to application approval</i>	
Miscellaneous Fees	
Smith Room Rental Fee (after business hours)	\$ 30.00
Fire Department Meeting Room	\$ 30.00
Special Meeting/Town Council	\$ 825.00
Horse Registration Fee	\$ 25.00
Horse Registration Annual	\$5.00 per horse
Dune Sign	\$ 31.00
Road Sign Repair	\$ 250.00
Chamber Area Map	\$ 0.00
Christmas Tree Permit	\$100.00 Refundable Permit

Adopted by the Kitty Hawk Town Council this 3rd day of June 2013



Clifton Perry
Clifton Perry, Mayor

Capital Expenditures for FY 2013-2014

Capital Expenditures for FY 2013-2014

Projects	Description	Justification	FY 13-14
Police Department			
Police Vehicles	Replace 2 vehicles	Based on maintenance costs and mileage	\$53,810
In car camera	Replacement of in car cameras	Cameras need to be replaced due to age and usage.	\$5,000
Ballistic Vest	Mandatory replacement of vests.	This is a program supported by outside funds.	\$2,000
Sub-totals			\$60,810
Fire Department			
Breathing Apparatus	Replace three (3) Scott Breathing Apparatus.	To meet OSHA Standards.	\$17,000
Jet Ski	Replacement of jet ski for Ocean Rescue	Existing jet ski difficult to maintain and needs replacement.	\$9,000
800 mhz radio	New purchase needed for additional personnel	New radio system requires replacement of portable radios	\$6,000
Engine 132	Replacement of engine 132	Existing engine has reached its us	\$600,000
Sub-totals			\$632,000
Public Works			
Service Truck	Replacement of service truck with 100,000 + miles.	Vehicle is rusted and needs to be replaced	\$28,000
Pave parking lot	Pave Public Works parking lot.	Pavement deteriorated to the point of needing overlay.	\$20,000
Sub-totals			\$48,000
Transportation			
Street Maintenance	Street repairs	Maintenance needs of Town maintained streets.	\$12,000
Roadway Improvements	Annual overlay of Town streets.	Deterioration of streets requires overlay program.	\$88,000
Sub-totals			\$100,000

Projects	Description	Justification	FY 13-14
Non-Departmental			
Office Equipment	Replacement of copier	IT recommends the replacement of copier	\$10,000
C/O Future Reserves	Monies to be placed in a Capital Reserve Account for the future purchase of computers for all departments.	To organize computers in the Town system to have the same software	\$37,500
Sub-totals			\$47,500
Administration			
Codification of Ordinances	Codification Service Fee	Changes in code need to go to Municipal Code for modification.	\$6,000
Sub-total			\$6,000
Totals			\$894,310

Approved Positions for FY 2013-2014

Department	Full-Time	Part-Time
Administrative Services	4	1
Finance	2	0
Planning & Inspections	3	0
Public Works	4	3
Police	18	2
Fire	10	13
Total	41	19

Longevity Awards

Longevity Award FY 2013-2014				
Name	Date of Hire	Amount	Years of Service	Award Date
Askew, Jonathan	7/14/1998	\$1,500.00	15	7/14/2013
Dean, Mark	8/1/2003	\$1,000.00	10	8/1/2013
Tyler, Bryan	8/14/2008	\$500.00	5	8/14/2013
Styons, Wade	5/21/1999	\$1,500.00	15	5/21/2014
Total		\$4,500.00		
Last Year Longevity Award		\$9,000.00		
Total Change		-\$4,500	-50%	

Retiree Health Insurance Payments

Retiree Health Insurance Payments for FY 2012-2013		
Name	Monthly Cost	Total Year
Mike Carver	\$552.95	\$6,635.40
Mike Eubank	\$52.41	\$628.92
Tony Garrett	\$552.95	\$6,635.40
Eugene McLawhorn	\$1,000.00	\$12,000.00
Robert Morris	\$386.95	\$4,643.40
Bob Nicholl	\$236.95	\$2,839.80
Doris Pruitt	\$99.90	\$1,198.80
Richard Reid	\$285.95	\$3,431.40
David Ward	\$552.95	\$6,635.40
Total	\$3,731.05	\$44,394.60

Separation Allowance

Name	Monthly Separation Allowance	Annual Separation Allowance	Date of Retirement
Robert Morris	\$1,491.42	\$17,897.04	4/1/2004
Mike Carver	\$1,471.07	\$17,652.82	10/1/2010
David Ward	\$1,872.53	\$22,470.36	1/1/2013
Total	\$4,835.02	\$46,785.01	

Retiree Life Insurance Payments

Name	Annual Amount
Robert Morris	\$75.60
Eugene McLawhorn	\$75.60
Total	\$151.20

