SHEILA F. DAVIES, PhD
Mayor

MIKE HOGAN
Mayor Pro Tempore

TERRY L. GRAY
NELSON "SKIP" JONES, JR.
JOHN L. WINDLEY
Commissioners

CASEY C. VARNELL
Town Attorney

DEBORA P. DIAZ
Town Manager

MARY E. QUIDLEY, CMC
Town Clerk

SHAWN R. MURPHY
Assistant Town Manager

BEVERLY A. KISSINGER, CPA
Director of Finance and Tax

MEREDITH B. GUNS
Director of Planning and Development

STEVE ALBRIGHT
Public Services Director

TROY TILLEY
Fire Chief

GARY BRITT
Police Chief

Town of Kill Devil Hills, North Carolina

Adopted Budget for the Fiscal Year 2019 - 2020

Plan year for 2020 - 2021

KILL DEVIL HILLS
Birthplace of Aviation
NORTH CAROLINA

MISSION

The Town of Kill Devil Hills is dedicated to enhancing the quality of life for all citizens and property owners by providing the maximum level of service in the most effective and efficient manner while exercising sound fiscal responsibility. We value: citizen participation, honesty and integrity, unity and teamwork, fairness and equity and our unique natural environment. Our desire is for Kill Devil Hills to be recognized as a wonderful place to live, where our citizens receive high quality services, our employees work in an atmosphere of respect and support and our leadership stimulates cooperation and innovation in our community.

Town of Kill Devil Hills Budget Message
Fiscal Year 2019/2020

Date: May 13, 2019
To: Mayor and Board of Commissioners
From: Debora P. Diaz, Town Manager

I am pleased to submit Kill Devil Hills' Recommended Annual Operating Budget for Fiscal Year 2019/2020.

This budget represents the goals and priorities expressed by the Board of Commissioners throughout the calendar year and at the budget worksession, which was conducted in January 2019. The recommended budget was prepared in accordance with North Carolina General Statutes Chapter 159, Article 3, The Local Government Budget and Fiscal Control Act. All funds within the proposed budget are balanced, and all revenues and expenditures are identified for Fiscal Year 2019/2020.

Great appreciation is extended to the Board of Commissioners for the guidance and support that determined the goals and objectives of this financial plan.

Developing a document of this magnitude and significance is the result of many individuals. Management recognizes those members of staff who participated in budget preparation, and all of our employees for it is they who, each year, are responsible for the adopted budget's success. Great appreciation is also extended to Finance Director Beverly Kissinger and the members of the Finance Department for their tireless work and energy to provide the financial data for this document, and to prepare and complete the recommended budget.

Generally

The review and adoption of the annual operating budget is one of the most important policy-making responsibilities of the Mayor and Board of Commissioners. The governing board must establish service levels based on priorities among competing government services and within the fiscal capacity of the Town. By analyzing the requirements for service delivery, management must submit recommendations which fulfill the Board's priorities and conform to an established policy and direction.

Preparation of the Recommended Budget for Fiscal Year 2019/2020 was guided by the goals to:

- Maintain the overall quality of life for our residents;
- Maintain the quality and variety of services provided;
- Align allocations with established priorities;
- Identify and conservatively budget all available revenue sources in each of the operating funds: General Fund, Water Fund, and Wastewater Fund.

General Fund Revenues

Ad valorem Taxes – Town-wide

Ad valorem taxes are charged based on each $100 valuation of assessed property. The recommended budget reflects an increase of $.0191 to the current ad valorem Town-wide tax, for a total tax rate of $.40 per $100 valuation of real property. The Dare County Tax Collector is responsible for collecting ad valorem taxes for the Town of Kill Devil Hills and the recommended budget proposes to maintain that arrangement.

Fiscal Year 2019/2020 ad valorem taxes have been calculated using an estimated Town-wide tax base, including vehicles, of $2,216,669,878 and a tax collection rate of 99.56%; one penny levied generates $221,667 in revenue. Property values used to determine the tax base for the budget were implemented January 1, 2019. The Town-wide ad valorem tax levy is $8,827,666.

Ad valorem Taxes – Municipal Service District for Beach Nourishment

The $.33 tax rate applicable to the real property listed within Kill Devil Hills' Beach Erosion Control and Flood and Hurricane Protection Works Municipal Service District (MSD), charged for the purpose of raising the revenue listed as "Taxes – Municipal Service District" remains. The real property tax base within the MSD is $156,510,971. The total levy within the MSD is $514,214 based on the tax collection rate of 99.56%.

MSD ad valorem revenues, and sales tax revenues realized because of the MSD ad valorem rate and levy, must be used for, and will be expended in, the Town's beach nourishment project, including the five-year debt service on the issuance of $5,036,691 in special obligation bonds, which finances Kill Devil Hills' portion of the beach nourishment project. The special obligation bonds represent 57% of the total estimated project cost of $8,856,430, with Dare County funding most of the difference. Two of the five principle payments have been made since inception of the bonds, which leaves three remaining. The balance on the principle in 2019/2020 is $3,022,015.

During the 2019/2020 fiscal year, beach maintenance, surveys, and sprigging to sustain the beach nourishment project are recommended.

Highlights of Other General Fund Revenues

Total General Fund revenues are projected at $19,477,879. To achieve a balanced General Fund budget, an appropriation of $1,178,472 from the General Fund balance is recommended. The fund balance is healthy and remains above the target of 35%.

The growth of certain intergovernmental revenues remains strong due to improving state and local economies; however, due to levy share percentages with the Dare County local governments, Kill Devil Hills' estimated growth in revenues for local and state sales taxes, local occupancy taxes, and land transfer taxes have slightly decreased from the 2018/2019 levels. North Carolina Powell Bill revenues are projected at $240,000. General sales taxes on electricity consumption are projected at a 1.5% increase.

Highlights of General Fund Capital Improvements and Other Expenses

Points of interest in the Administration Department budget include continued sponsorship of various special events for which grant funding will be sought as appropriate. Within the special events line, two groups are funded: the Community Appearance Commission and the Kill Devil Hills Neighborhood Watch group, each for $5,000. Funding to conduct as-built surveys, for the purpose of placing above-ground amenities and underground utilities, at the Aviation and Hayman Parks is included in the amount of $22,000.

In the Buildings and Grounds Division, capital-level maintenance and repairs to shoreline accesses are funded in the amount of $30,000.

The Shoreline Access and Recreation Facilities Reserve accounts are funded in the amount of $30,000 each. Expenditures from reserve accounts must be authorized by action of the Board of Commissioners.

Other projects in Buildings and Grounds include: replacing all interior lighting and some exterior lighting with LED fixtures and equipment; refurbishment or replacement of the north parking lot at 1634 North Croatan Highway at the conclusion of the new elevated water tank and communications monopole construction projects; lighting, hardware and rotted wood repair improvements will be made to the Ocean Bay Boulevard Bathhouse. New roofing will be installed at the joint-use Fire Department/Water Plant building at 1634 North Croatan Highway.

Budgeted in the 2018/2019 fiscal year, construction of the monopole to house communications antennae will not be completed until 2019/2020. The contracted services expense amount of $25,052 is unchanged from previous budgets; however, it was not shown because previous budgets showed only net income. This budget shows gross income, minus the contracted services, that had previously been paid to our telecommunication consulting engineer.

Recommendations in the Planning Department's budget include funding for continued Flood Damage Prevention public outreach and publications.

Manufacturer's suggested replacement schedule for law enforcement firearms is every 10 years. To comply with this recommendation, funding has been included in the Police Department's budget for hand-guns replacement for all officers.

A $218,000 from the Powell Bill Fund, along with $639,000 from the Street Capital Reserve Fund will combine to accomplish $857,000 of street-related capital improvements.

The 2019/2020 street improvements, drainage and waterlines improvements project includes West Hayman Boulevard (from the circle to Bay Drive, including a small portion of Plymouth Avenue); Sixth Avenue (from Airstrip Road to West Baum Street); and Town Hall Drive (from Colington Road to Veterans Drive).

Discretionary street maintenance and repair funding continues to be funded in the amount of $90,000.

The Sidewalk and Multi-Use Path Capital Reserve Fund includes a $100,000 appropriation for future construction. A $30,000 maintenance and repair line for discretionary repair of sidewalks and multi-use paths has been created.

We calculate the estimated cost for both gasoline and diesel fuels based on the average wholesale price per gallon according to the Energy Information Association (www.eia.gov). The recommended budget projects costs of $1.75 per gallon for regular unleaded, and $1.970 per gallon for diesel.

In the Solid Waste Division, the budget reflects increases to both garbage and construction and demolition disposal tipping fees for an estimated 10,857 tons of garbage at $77.00 per ton, and 1,026 tons of construction and demolition (C&D) debris at $67.25 per ton.

Fleet Replacements

Fleet replacements are recommended as follows:

- Police Department – five police vehicles
- Buildings and Grounds Division – one pick-up truck
- Fleet Maintenance Division – one shop truck
- Solid Waste Division – two residential collection trucks and one commercial collection truck
- Planning – pickup truck

Personnel

This document maintains the current practice of examining vacant positions for the possibility of assigning duties and responsibilities elsewhere. It is the duty of management to analyze and evaluate existing allocated positions and make improvements that will have a positive impact on the Town.

The presented budget continues funding of the Market - Performance Plan as recommended in the 2015 MAPS pay study. Consistent funding of the Market - Performance Plan situates Kill Devil Hills in the desirable position of placing and maintaining half of the employee population in the center 50% of established grades; thereby, reducing the expected impact cost of future pay studies and also maintaining a more accurate and competitive employment pay environment.

This year and in future years, when funding is possible, the Market - Performance Plan will contain funding as outlined:

- Market funding is established by the rate of inflation as determined by the Consumer Price Index (CPI).
- Performance and career development funding is included.

The recommended budget includes a Market 2.8% Cost of Living Adjustment for all employees.

Funding has been appropriated to continue the Town's 401(k) Deferred Compensation Program.

This recommended budget contains funds for continuing professional development education and training for our employees; provided such opportunities meet the fundamental needs and requirements for each department and position.

The Finance Department's recommendations include continued funding in the amount of $25,000 for the Other Post-Employment Benefits Irrevocable Trust Fund (OPEB); related to this, an actuarial study for the OPEB valuation, required by GASB 75 is also included.

Health insurance coverage renewal rates for the current plan have increased 12.7% for both active employees and retirees. This spike in rates is due to a combination of significant claims experience from relatively small number of high dollar claims and a general increase in the cost of healthcare. Our plan is provided through the North Carolina League of Municipalities and we will continue to monitor it while exploring future options to ensure it offers an effective balance between cost to the Town and benefits to the employee.

In Personnel, an additional Sanitation Equipment Operator position is recommended. This restores the number of employees in that division to seven, which was reduced in 2014/2015 when the current division supervisor was promoted. A Group Leader position is also recommended in the Ocean Rescue Division, which will allow a more efficient distribution of the 21 fixed stand guards. Having a fifth Group Leader will also assist in the event of a soundside rescue call while allowing the division to maintain a good amount of supervision and oversight for ocean rescue guards.

No other new positions are recommended.

WATER FUND REVENUES

Kill Devil Hills' Water System Master Plan (WSMP) was developed in 2002 as an extended plan for funding 20 years of improvements to the Town's water system. During Fiscal Year 2011/2012, the Plan was revised to consider the more than $9 million in infrastructural improvements completed since the original plan was adopted, integrating those improvements with the replacements and upgrades that remained outstanding. As with the original, the current WSMP included incremental rate increases to fund necessary improvements.

Since its revision, the Board of Commissioners has consistently implemented the WSMP's recommendations. In the 2019/2020 fiscal year, retail water rates are recommended to increase 4% as we continue to address operating costs and waterline and system improvements that are associated with the WSMP. Tap fees are also proposed to increase based on the cost of materials and installation.

Highlights of Water Fund Capital Improvements and Other Expenses

Cost allocation to the General Fund is reflected by application of a formula that includes cost of actual services provided.

The wholesale water rate, which is paid to Dare County, is $1.98 per 1,000 gallons.

Construction of the new elevated water tank, and demolition of the existing elevated tank will continue to move forward in the 2019/2020 budget, as it is an approximate 400-day project. Waterline improvements associated with annual streets and drainage improvements is funded in the amount of $155,000.

An improved Dare County/Kill Devil Hills water systems interconnection is proposed to be installed for an estimated cost of $70,000 with the Town's share being one-half of the overall cost, or $35,000.

Additional waterline and system improvements in the amount of $258,083 are recommended in accordance with the provisions of the WSMP.

The WSMP is scheduled to be updated in the 2019/2020 fiscal year for an estimated cost of $130,000.

Also within the Water Fund, SCADA (the control and data acquisition system at the Water Plant) upgrades are recommended, as well as interior and exterior plant improvements.

Wastewater Fund Revenues

The Wastewater Fund is guided by a capital improvements program for the Southern Sanitary District (Ocean Acres), which was developed in 2010. It includes a recommended schedule of rates and fees to accomplish the following:

- Provide for sustained reliable operation;
- Fund needed capital improvements; and
- Enable repayment of the long-term loan that was provided by the Water Fund

This recommended budget maintains the current rate structure of base charge as outlined in the capital improvements program.

Highlights of Wastewater Fund Capital Improvements and Other Expenses

A repayment of $18,750 will be made from the Wastewater Fund to the Water Fund.

Conclusion

Fiscal sustainability and prudent management of public finances are critical elements of a financial strategy that secures the public trust and maximizes the investment of limited resources.

The Town of Kill Devil Hills is in strong financial condition and stays committed to ensuring long-term success through conservative revenue projections and the use of long-term capital planning which, year after year, helps us effectively respond to the continuing needs and aspirations of our citizens, businesses, and visitors. We must always keep in focus that Kill Devil Hills serves a much greater population than those who reside and work within our corporate limits on a year-round basis.

We must be adaptable to changing conditions that are beyond our control, yet committed to our approach in meeting the challenges of such deviations by ensuring that every member of our staff is actively engaged in our mission: to provide the highest quality of services to our citizens and visitors. Service is our business and we continue to welcome ideas to enhance the quality of the product we deliver.

Thank you.

Town of Kill Devil Hills, North Carolina
Adopted Budget Ordinance
For the Fiscal Year 2019-2020

Ordinance Number 17-3

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

Section 1.

The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2019 and ending June 30, 2020, in accordance with the chart of accounts heretofore established for this town:

Administration	$	1,187,103
Administration – Buildings and Grounds		2,244,442
Finance and Taxes		1,519,370
Finance – Management Information Systems		412,080
Finance – Fleet Maintenance		458,998
Planning and Development		777,363
Planning and Development – Beach Nourishment		1,238,821
Police		3,594,353
Police – Animal Control		164,798
Fire – Station 14		2,474,187
Fire – Ocean Rescue		674,900
Public Services – Streets		1,715,517
Public Services – Powell Bill		240,000
Public Services – Solid Waste		2,775,947
	$	19,477,879

It is estimated that the following revenues will be available to the General Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Ad valorem taxes	$	9,381,880
Tax penalties and interest		8,000
Other taxes and licenses		6,293,211
Unrestricted intergovernmental revenues		1,065,400
Restricted intergovernmental revenues		348,125
Permits and fees		348,400
Sales and services		69,540
Investment earnings		200,000
Other revenues		171,561
Cost Allocation - Water Fund		413,290
Undesignated Fund Balance Appropriated		1,178,472
	$	19,477,879

Section 2.

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Reserved for future projects – Streets	$	639,000
Reserved for future projects – Sidewalk		100,000
Reserved for future projects – Shoreline Access		30,000
Reserved for future projects – Recreation		30,000
	$	799,000

It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Transfer from General Fund to Street Construction CRF	$	639,000
Transfer from General Fund to Sidewalk Construction CRF		100,000
Transfer from General Fund to Shoreline Access CRF		30,000
Transfer from General Fund to Recreation CRF		30,000
	$	799,000

Section 3.

The following amounts are hereby appropriated in the Water Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Water Administration	$	882,228
Water Treatment Plant		1,518,611
Water Systems		1,137,857
Cost Allocation - General Fund		413,290
	$	3,951,986

It is estimated that the following revenues will be available in the Water Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Water sales	$	3,768,236
Taps and connections		50,000
Interest on investments		90,000
Miscellaneous revenues		25,000
Wastewater Debt repayment		18,750
	$	3,951,986

Section 4.

The following amounts are hereby appropriated in the Wastewater Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Wastewater System	$	225,495
	$	225,495

It is estimated that the following revenues will be available in the Wastewater Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Wastewater charges	$	206,925
Taps and connections		6,570
System Development fees		12,000
	$	225,495

Section 5.

There is hereby levied a tax at the rate of .40 per one hundred dollars ($100) valuation of property listed for taxes as of January 1, 2019, for the purpose of raising the revenue listed as "Taxes - Current Year" in the Annual Budget Estimate-Revenue section of this proposed budget.

The rate of tax is based on an estimated total valuation of property for the purpose of taxation of $2,216,669,878 and an estimated collection rate of 99.56 percent.

There is hereby levied an additional tax at the rate of .33 per one hundred dollars ($100) valuation of property listed in the Municipal Service District (MSD) for taxes as of January 1, 2019, for the purpose of raising the revenue listed as "Taxes – Municipal Service District" in the Annual Budget Estimate-Revenue section of this proposed budget.

The rate of tax is based on an estimated total valuation of property in the Municipal Service District for the purpose of taxation of $156,510,971 and an estimated collection rate of 99.56 percent.

Section 6.

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

A. He/she may transfer amounts between objects of expenditure (line item) within a department without limitation and without a report being requested.

B. He/she may not transfer any amounts between departments of the same fund with the following exceptions:

1. Amounts may be transferred between the following departments:
   Administration
   Administration - Buildings and Grounds

2. Amounts may be transferred between the following departments:
   Finance
   Finance - Management Information Systems
   Finance - Fleet Maintenance

3. Amounts may be transferred between the following departments:
   Planning
   Planning – Beach Nourishment

4. Amounts may be transferred between the following departments:
   Police
   Police - Animal Control

5. Amounts may be transferred between the following departments:
   Fire – Station 14
   Fire - Ocean Rescue

6. Amounts may be transferred between the following departments:
   Public Services - Streets
   Public Services - Solid Waste

7. Amounts may be transferred between the following departments:
   Water Administration
   Water Plant
   Water Systems

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

C. He/she may not transfer any amount between funds nor from any contingency appropriation within any fund.

Section 7.

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

Section 8.

Fees. (Non-refundable)

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

Section 9.

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

Meter Size		Rate
5/8-inch	$	66.00
1-inch		121.00
1½-inch		279.00
2-inch		518.00
3-inch		997.00
4-inch and up		1,889.00

Commodity Rate
(Per 1,000 Gallons)

Gallonage		Kill Devil Hills Customers		Out of Town Customers[1]
6,000 – 40,000	$	7.50	$	8.00
41,000 – 250,000		8.00		8.50
251,000 – 1,000,000		8.50		9.00
1,001,000 and over		9.00		9.50

1 The basic 5/8-inch meter rate for Out of Town customers is $83.00 for the first 5,000 gallons and the commodity rate shown here.

Surety Deposits

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

Tap Fees
(Installation Charges)

Meter Size		Fee
5/8-inch	$	945.00
1-inch		1,265.00
1 ½-inch		3,330.00 **
2-inch		3,750.00 **
3-inch and up		***

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

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

System Development Fees

$4,000 per 5/8-inch meter unit. A meter unit shall equal one 5/8-inch system development fee charges as follows:

Single Family Residence - one 5/8-inch system development fee (SDF) per unit.

Multifamily.

1. Condos, town houses, cottage courts, apartments, duplexes, mobile homes and other types of multi-family units – one system development fee per unit.

Town of Kill Devil Hills, North Carolina
Adopted Budget Ordinance
For the Fiscal Year 2019-2020

2. Hotel, motels, assisted living, and nursing homes –
   a. One system development fee per each unit that provides independent living accommodations including separate areas for 1. Sleeping (bedroom); 2. Bathing and waste disposal (bathroom); and, 3. Food preparation with cooking facilities (kitchen or kitchenette).

   b. Efficiency or kitchenette unit including hotel or motel units that provide an area for food preparation with cooking facilities (kitchen or kitchenette) but without a separate sleeping area (bedroom) calculated at one system development fee for every two units.

   c. Standard room without food preparation and cooking facilities (kitchen) calculated at one system development fee for every three units.

3. Per §51-35 of the KDH Town Code, "The town reserves the right in all cases to stipulate the size, type, and make of the meter to be used on any connection." Meters other than ordinary 5/8 inch single-family residences shall be sized according to the American Waterworks Association (AWWA) Manual M-22, latest edition. Once the meter size has been calculated and approved by the Town, the SDF shall be determined by the meter size in accordance with the following table:

1" Meter…	$ 6,900	3" Meter…..	20,300
1 ½" Meter...	10,500	4" Meter…..	27,600
2" Meter…...	13,900	6" Meter…..	41,800

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

Section 10.

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

Minimum (0-4,000 Gallons)	$	72.00
Commodity rate (Per 1,000 Gallons)		17.70
Surety deposits (Double the quarter minimum)		144.00
Connection fee (All meter sizes)		1,160.00
System Development fee (based on design flow)		12.31/gal
Reconnection fee (for non-payment of application)		50.00
Penalty – 10 percent (late payment of bills)		

Section 11.

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

Adopted this 10th day of June, 2019, on motion by Commissioner Mike Hogan, and seconded by Commissioner Skip Jones, the Budget Ordinance for Fiscal Year 2019-2020 was adopted by a vote of 5 in favor, and 0 opposed.

SEAL

Sheila F. Davies, Ph.D.
Mayor

ATTEST:

Mary E. Quidley
Town Clerk

APPROVED AS TO FORM;

Casey C. Varnell
Town Attorney

Town of Kill Devil Hills, North Carolina
Adopted Budget Ordinance
For the Fiscal Year 2019-2020

I, Mary E. Quidley, Town Clerk of the Town of Kill Devil Hills, do hereby certify that the foregoing entitled KILL DEVIL HILLS BOARD OF COMMISSIONERS BUDGET ORDINANCE FOR THE FISCAL YEAR 2019-2020 was placed in the Town Code on the 24th day of June, 2019, at 4:00 o'clock p m.

Mary E. Quidley
Mary E. Quidley
Town Clerk

Development Review Fees	
Additions for existing single-family and duplex dwellings (less than 50% of the value of the structure). Heated space only.	$75 per addition.
Additions for existing single-family and duplex dwellings (less than 50% of the value of the structure) and accessory structures to single-family and duplex dwellings (excluding pools and hot tubs). Unheated space only.	Exempt from the development review fee schedule provided it is in compliance with the National Flood Insurance Program and Dare County Health Department. A building permit shall be required with appropriate building permit fees paid.
New or substantially improved one and two family dwellings.	$150 per unit up to 3,000 square feet. Structures over 3,000 square feet is $150 plus 5 cents for each additional square foot over 3,000 (heated space).
Commercial, warehouse, motel, hotels, multi-family dwellings, condominiums, townhouses and apartment buildings. Heated space only.	50 cents per square foot, minimum fee of $150
Commercial, warehouse, motel, hotels, multifamily dwellings, condominiums, townhouses and apartment buildings. Unheated space only.	30 cents per square foot, minimum fee of $150
Commercial parking spaces; commercial, business and multi-family accessory parking areas excluding single-family residences.	This fee is in addition to required review fees - $20 per space
All other new development not included elsewhere in the fee schedule excluding open decks and walkways.	30 cents per square foot, minimum fee of $150
Lots in proposed subdivision.	$100 per lot
Exempt plat fees.	$150 each
Review for private development of public right of way.	$150 each
Inspection prior to moving a structure.	Within town - $100 each Outside town - $250 each
Administrative site plan review fee.	$150 each
Certificates of Appropriateness review fee.	$50 each
Conditional Use Application - Multi-family dwellings, workforce housing, wastewater treatment facilities, planned unit development, body piercing and sexually oriented businesses.	$250 in addition to required review fees
Conditional Use Application - Private lifeguard services, outdoor recreational activities, wind turbine, event gardens and outdoor dining areas	$200 in addition to required review fees
Conditional Use Application - All others not previously listed	$150 in addition to required review fees

1 Subject to NC sales tax

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

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

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

Cook Book - $5.00 to McCown Scholarship Fund, $20.00 subject to NC sales tax1	$25.00
License plates (regular) [1]	$5.00
Birdhouse/Bird Feeder[1]	$10.00
Sunshine list	$10.00
Windsock[1]	$8.43

1 Subject to NC sales tax

Miscellaneous Fees (con't). Miscellaneous fees shall include but not be limited to the following	
Animal adoption fee	$10.00
Animal shelter boarding fee – per day	$50.00
Dog tag fee; male or female intact, or without proof of being spayed or neutered	$5.00
Dog tag fee (issuance) with proof of being spayed or neutered	$2.50
Dog tag fee (replacement tags)	$2.50
Rabies inoculation	$7.00
Comprehensive Annual Financial Report[1]	$25.00
Copies B/W[1]	6 cents per page
Copies Color[1]	9 cents per page
Copies (large format sheets 18" and above) B/W[1]	$5.00 per sheet
Copies (large format sheets 18" and above) Color[1]	$50.00 per sheet
Photography Copies - Printed[1]	$2.00 per sheet
Photography Copies - Digital[1]	$10 per CD
Video copy fee[1]	Actual cost of media
Recycle bag[1]	$2.81
Return check fee	$25.00
Town budget[1]	$25.00
Fingerprint fee	$10.00
Police or accident reports	$5.00
Precious Metals: NC 66-165	
Annual permit fee	$180.00
Employee permit (initial)	$10.00
Employee permit (renewal)	$3.00
Taxi cab companies application review fee	$50.00
Taxi cab driver permit	$15.00
Taxi cab driver renewal fee	$5.00
Business registration fee	$25.00
Application for Town Code Amendment (no more than 2 revisions per application)	$250.00
Application to Board of Adjustment (variances and appeals)	$300.00

1 Subject to NC sales tax

Miscellaneous Fees (con't). Miscellaneous fees shall include but not be limited to the following	
Daycare, retirement daycare, adult daycare inspection fee (annual or initial)	$100.00
Town Code book[1]	$125.00
Zoning Ordinance (small map included) [1]	$20.00
Zoning compliance letters	$75.00
Beach driving permit - seasonal	$25.00
Beach driving permit - short-term (up-to-14-day time period)	$10.00
Commercial dumpster container[1]	Cost plus $75 administrative fee
Commercial dumpster lid for baker containers[1]	$45.00
Commercial dumpster lid rod and hardware[1]	$18.00
Commercial dumpster lid limiters[1]	$50.00
Residential refuse containers (new and replacement)[1]	$100.00
Residential refuse containers (overflow - winter only)[1]	Cost plus 10% administrative fee
Residential refuse container replacement axel[1]	$10.00
Residential refuse container replacement lid[1]	$25.00
Residential refuse container replacement wheel[1]	$10.00
No trespassing Sign[1]	$27.17

1 Subject to NC sales tax

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

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

1 Subject to NC sales tax

Kill Devil Hills Board of Commissioners
Capital Reserve Ordinance

Budget Ordinance Number 11-14

CAPITAL RESERVE ORDINANCE FOR THE PURPOSE OF NOURISHING APPROXIMATELY 2.6 MILES OF OCEANFRONT BEACHES IN THE TOWN OF KILL DEVIL HILLS

***BE IT ORDAINED* by the Honorable Mayor and Board of Commissioners of the Town of Kill Devil Hills, North Carolina, that the following Capital Reserve Fund is hereby established:**

Section 1.

The Board of Commissioners hereby creates a Capital Reserve Fund for the purpose of nourishing approximately 2.6 miles of oceanfront beaches in Kill Devil Hills.

Section 2.

The Board of Commissioners will make appropriations from this fund to finance the town's portion of expenses to achieve this multi-year, long-term beach nourishment program in accordance with funding ratios to be established by the participating Dare County local governments based on equitable distribution of nourishment benefits.

Section 3.

The fund will remain operational for a period not to exceed ten years beginning July 1, 2011, and ending June 30, 2021.

Section 4.

The Kill Devil Hills Board of Commissioners will strive to appropriate or transfer an amount each year to this fund.

Section 5.

A percentage of the ad valorem tax revenue will serve as the source of revenue for the capital reserve fund.

Section 6.

This ordinance shall become effective upon its adoption.

Adopted June 22, 2011

Reference: CPO# 14-31

Kill Devil Hills Board of Commissioners
Capital Reserve Ordinance

Budget Ordinance Number 11-15

CAPITAL RESERVE ORDINANCE FOR THE PURPOSE OF DEVELOPMENT OF RECREATIONAL FACILITIES

***BE IT ORDAINED* by the Honorable Mayor and Board of Commissioners of the Town of Kill Devil Hills, North Carolina, that the following Capital Reserve Fund is hereby established:**

Section 1.

The Board of Commissioners hereby creates a Capital Reserve Fund for the purpose of development of recreational facilities.

Section 2.

The Board of Commissioners will make appropriations from this fund to finance capital projects which are a part of a multi-year program for the implementation of the adopted Recreational Facilities Plan.

Section 3.

The fund will remain operational for a period not to exceed ten years beginning July 1, 2011, and ending June 30, 2021.

Section 4.

The Kill Devil Hills Board of Commissioners will strive to appropriate or transfer an amount each year to this fund.

Section 5.

A portion of the ad valorem tax and other general fund revenues will serve as the source of revenue for this Capital Reserve Fund.

Section 6.

This ordinance shall become effective upon adoption.

Adopted June 22, 2011

Kill Devil Hills Board of Commissioners
Capital Reserve Ordinance

Budget Ordinance Number 2014-12

CAPITAL RESERVE ORDINANCE FOR THE PURPOSE OF THE CONSTRUCTION OF SIDEWALKS AND MULTI-USE PATHS IN KILL DEVIL HILLS

BE IT ORDAINED by the Honorable Mayor and Board of Commissioners of the Town of Kill Devil Hills, North Carolina that the following Capital Reserve Fund is hereby established:

Section 1.

The Board of Commissioners hereby creates a capital reserve fund for the purpose of the construction of sidewalks and multi-use paths in Kill Devil Hills.

Section 2.

The Kill Devil Hills Board of Commissioners will make appropriations from this fund to finance capital projects which are part of a multi-year program of sidewalks and multi-use paths construction.

Section 3.

This fund will remain operational for a period not to exceed ten years beginning July 1, 2014 and ending July 1, 2024.

Section 4.

The Kill Devil Hills Board of Commissioners will strive to appropriate or transfer an amount each year to this fund which will provide funding for the stated purpose.

Section 5.

A percentage of the ad valorem tax revenue will serve as the source of revenue for the capital reserve fund.

Adopted June 25, 2014.

Kill Devil Hills Board of Commissioners
Capital Reserve Ordinance

Budget Ordinance Number 15-4

CAPITAL RESERVE ORDINANCE FOR THE PURPOSE OF THE CONSTRUCTION OF AND IMPROVEMENTS TO STREETS AND RELATED STORM WATER MANAGEMENT

***BE IT ORDAINED* by the Honorable Mayor and Board of Commissioners of the Town of Kill Devil Hills, North Carolina, that the following Capital Reserve Fund is hereby established:**

Section 1.

The Board of Commissioners hereby creates a capital reserve fund for the purpose of the construction and improvements of streets and related storm water management improvements.

Section 2.

The Kill Devil Hills Board of Commissioners will make appropriations from this fund to finance capital projects which are part of a multi-year program of streets construction and improvements and related storm water management improvements.

Section 3.

This capital reserve fund combines our capital reserve fund for street construction and improvements and our capital reserve fund for storm water management improvements which were previously accounted for in separate reserve funds.

Section 4.

This fund will remain operational for a period not to exceed ten years beginning July 1, 2015 and ending June 30, 2025.

Section 5.

The Kill Devil Hills Board of Commissioners will strive to appropriate or transfer an amount each year to this fund which will provide funding for the stated purpose.

Section 6.

A percentage of the ad valorem tax revenue will serve as the source of revenue for the capital reserve fund.

Section 7.

This ordinance shall become effective upon its adoption.

Adopted June 24, 2015

Kill Devil Hills Board of Commissioners
Capital Reserve Ordinance

Budget Ordinance Number 16-03

CAPITAL RESERVE ORDINANCE FOR THE PURPOSE OF CONSTRUCTION OF AND IMPROVEMENTS TO SHORELINE ACCESSES

BE IT ORDAINED **by the Honorable Mayor and Board of Commissioners of the Town of Kill Devil Hills, North Carolina, that the following Capital Reserve Fund is hereby established:**

Section 1.

The Board of Commissioners hereby creates a Capital Reserve Fund for the purpose of new construction, renovation, and reconstruction of and improvements to shoreline accesses.

Section 2.

The Kill Devil Hills Board of Commissioners will make appropriations from this fund to finance capital projects which are a part of a multi-year program for the implementation of the adopted Shoreline Access Plan.

Section 3.

The fund will remain operational for a period not to exceed ten years beginning July 1, 2011, and ending June 30, 2021.

Section 4.

The Kill Devil Hills Board of Commissioners will strive to appropriate or transfer an amount each year to this fund.

Section 5.

A portion of the ad valorem tax and other general fund revenues will serve as the source of revenue for this Capital Reserve Fund supplemented by grant funds from the North Carolina Coastal and Estuarine Access Program.

Section 6.

Adopted June 28, 2017

Kill Devil Hills Board of Commissioners
Capital Project Ordinance

Budget Ordinance Number 16-22

FINAL PHASE PUBLIC WORKS COMPLEX CAMPUS PLAN CAPITAL PROJECT ORDINANCE

***BE IT ORDAINED* by the Board of Commissioners of the Town of Kill Devil Hills, North Carolina, that the following Capital Project Ordinance is hereby established:**

Section 1.

The Board of Commissioners hereby creates this Capital Project Ordinance for the purpose of construction improvements in the Final Phase of Improvements to the Public Works Complex. The Final Phase of Improvements will begin in the 2018/2019 Fiscal Year, and will include construction of new Animal Shelter facilities, and rehabilitation and construction of garage facilities for the Solid Waste Division.

Section 2.

The Town Manager is hereby directed to proceed with the construction of the project within the terms approved by the Board of Commissioners and within the funds appropriated therein.

Section 3.

The following revenues are anticipated to be available to complete this project.

Proceeds from Installment Financing	$4,564,956

Section 4.

The following amounts are available for expenditures for this project:

Project Construction	$4,084,250
Engineering and Construction Administration	65,710
10% Project Contingency	414,996
Total	$4,564,956

Section 5.

The Finance Officer is directed to report to the Board of Commissioners on the financial status of this project.

Section 6.

Copies of this capital project ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Section 7.

Pursuant to NCGS 159-13.2(e) a project ordinance may be amended in any manner so long as it continues to fulfill all requirements of this section.

This ordinance shall become effective upon its adoption.

Adopted November 14,2018.

Town of Kill Devil Hills
General Fund Revenues and Expenditures Summary
For the Fiscal Year 2019-20

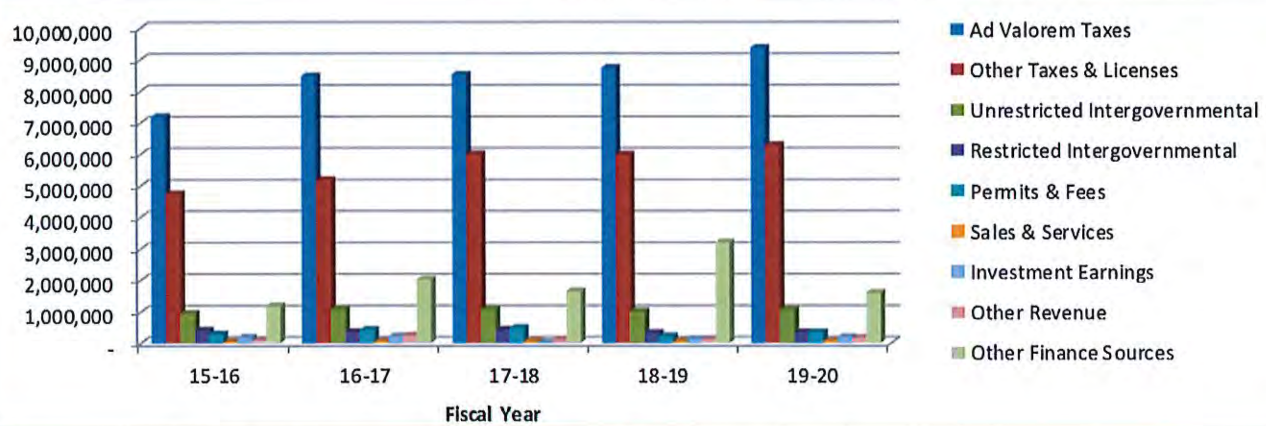
Org	Organization Description	Actuals 2016 - 17	Actuals 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
	REVENUES:	**$ 18,419,230**	**$ 20,542,731**	**$ 19,877,141**	**$ 21,994,830**	**$ 19,845,494**	**$ 19,477,879**	**$ 19,477,879**	**$ 19,652,092**
	EXPENDITURES:								
4200	Administration Department	$ 959,764	$ 960,483	$ 1,056,060	$ 1,099,527	$ 1,090,936	$ 1,187,103	$ 1,187,103	$ 1,196,201
5000	Buildings & Grounds Division	1,296,738	1,736,520	3,061,866	3,285,160	1,778,155	2,244,442	2,244,442	1,999,629
4400	Finance & Tax Department	1,257,388	1,304,850	1,742,468	1,746,542	1,619,917	1,519,370	1,519,370	1,552,644
4450	Management Information Systems Division	452,943	411,612	386,049	423,398	381,807	412,080	412,080	360,215
5450	Fleet Maintenance Division	397,771	409,310	414,264	414,264	414,244	458,998	458,998	475,244
4900	Planning & Development Department	649,718	649,718	843,328	852,011	713,606	777,363	777,363	882,801
5050	Beach Nourishment Division	119,350	1,660,673	1,274,492	1,295,672	1,132,492	1,238,821	1,238,821	1,222,301
5100	Police Department	3,020,094	3,264,023	3,379,318	3,578,107	3,508,717	3,594,353	3,594,353	3,711,213
5150	Animal Control Division	189,220	177,576	155,866	155,866	153,038	164,798	164,798	166,532
5300	Fire Station 14	2,418,513	2,182,599	2,334,760	2,365,064	2,291,480	2,474,187	2,474,187	2,565,107
5400	Ocean Rescue Division	519,820	505,833	604,325	604,325	588,598	674,900	674,900	692,690
5600	Streets Division	1,568,866	2,068,740	1,824,044	2,896,759	2,890,580	1,715,517	1,715,517	1,754,382
5700	Powell Bill	230,634	237,420	240,000	240,000	239,000	240,000	240,000	240,000
5800	Solid Waste Division	2,483,423	3,249,024	2,560,301	3,038,135	3,042,925	2,775,947	2,775,947	2,836,103
	TOTAL	**$ 15,564,242**	**$ 18,818,381**	**$ 19,877,141**	**$ 21,994,830**	**$ 19,845,494**	**$ 19,477,879**	**$ 19,477,879**	**$ 19,655,062**

General Fund Revenues
Statistical Data

Highlights

- The town-wide ad valorem tax rate is adopted at $.40.
- The Municipal Service District tax rate remains $.33.
- State and local sales tax estimated growth is 3.23% from 2018-19 level, KDH share will slightly decrease due to levy share percentage.
- Occupancy tax estimated growth is 1.76% from 2018-19 level, KDH share will slightly decrease due to levy share percentage.
- Land transfer tax estimated growth is 1% from 2018-19 level, KDH share will slightly decrease due to levy share percentage.
- The allocation for Powell Bill distribution is based on population and Town maintained street mileage.
- Projected revenue growth of 1.5% in general sales tax on electricity based on projected energy consumption.
- Water Fund administrative cost allocation is based on a ratio formula applied to shared cost.

Revenue History

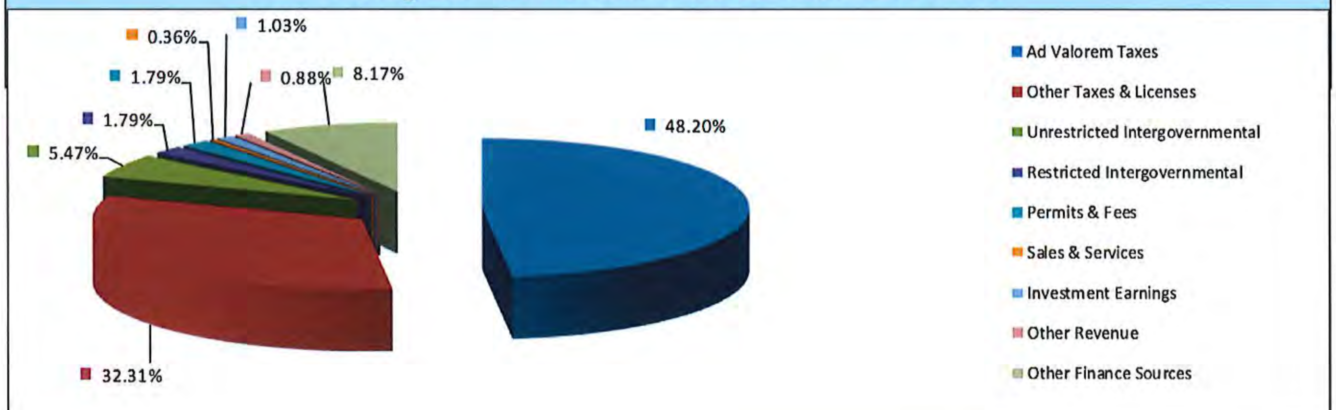


General Fund Revenues
Statistical Data

Revenue by Function

		Adopted FY18-19		Adopted FY19-20	Percent Change
Ad Valorem Taxes	$	8,751,775	$	9,389,880	7.29%
Other Taxes & Licenses		6,001,425		6,293,211	4.86%
Unrestricted Intergovernmental		1,014,700		1,065,400	5.00%
Restricted Intergovernmental		335,000		348,125	3.92%
Permits & Fees		223,400		348,400	55.95%
Sales & Services		69,540		69,540	0.00%
Investment Earnings		140,000		200,000	42.86%
Other Revenue		127,800		171,561	34.24%
Other Finance Sources		3,213,501		1,591,762	-50.47%
	$	**19,877,141**	**$**	**19,477,879**	**-2.01%**

Adopted Revenues Fiscal Year 2019-20



Town of Kill Devil Hills
General Fund Revenues - Adopted
For the Fiscal Year 2019-20

Object	Object Description	Actual Revenues 2016 - 17	Actual Revenues 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020- 21
	AD VALOREM TAXES								
400018	Taxes - Current Year	$ 7,958,302	$ 8,095,090	$ 8,198,224	$ 8,198,224	$ 8,198,224	$ 8,827,666	$ 8,827,666	$ 8,910,645
	Taxes - Municipal Service District	523,926	503,230	505,551	505,551	505,551	514,214	514,214	514,214
400100	Taxes - Prior Years	35,390	48,158	40,000	40,000	32,000	40,000	40,000	40,000
401200	Taxes - Penalties & Interest	15,228	16,509	8,000	8,000	8,000	8,000	8,000	8,000
	Subtotal	***8,532,846***	***8,662,987***	***8,751,775***	***8,751,775***	***8,743,775***	***9,389,880***	***9,389,880***	***9,472,859***
	OTHER TAXES & LICENSES								
402500	Business Registration Fee	5,725	6,900	7,500	7,500	7,000	7,500	7,500	7,500
430000	Privilege Licenses	1,303	1,856	2,000	2,000	1,800	2,000	2,000	2,000
430002	Privilege Licenses - Pen & Int	25	26	-	-	50	-	-	-
431000	1/2% Local Sales Tax - Art 40	316,971	370,976	322,093	322,093	353,996	372,873	372,873	372,873
431001	1/2% Local Sales Tax - Art 42	670,933	697,284	675,954	675,954	714,049	737,515	737,515	737,515
431002	1% Local Sales Tax	1,509,076	1,551,077	1,407,690	1,407,690	1,448,789	1,494,114	1,494,114	1,494,114
431003	1/2% Local Sales Tax - Art 44	77	329	-	-	-	-	-	-
431004	Local Sales Tax - Municipal Service District	176,165	161,296	162,691	162,691	162,691	161,464	161,464	161,464
431100	3% Occupancy Tax	2,682,850	2,924,649	2,746,497	2,746,497	2,748,854	2,797,243	2,797,243	2,855,216
431200	Land Transfer Tax	643,763	716,569	672,000	672,000	713,495	715,502	715,502	725,000
431600	Solid Waste Disposal Tax	4,787	4,780	5,000	5,000	5,000	5,000	5,000	5,000
	Subtotal	***6,011,675***	***6,435,742***	***6,001,425***	***6,001,425***	***6,155,724***	***6,293,211***	***6,293,211***	***6,360,682***
	UNRESTRICTED INTERGOVERN								
432200	Sales Tax - Electricity	721,945	729,888	708,000	708,000	740,000	751,100	751,100	751,100
432210	Excise Tax - Natural Gas	3,172	3,910	3,300	3,300	3,900	3,500	3,500	3,500
432220	Sales Tax - Telecom Services	69,993	63,546	62,400	62,400	62,400	61,800	61,800	61,800
432230	Sales Tax - Video Programming	166,387	163,151	161,000	161,000	160,000	161,000	161,000	161,000
432240	PEG Channel Support	27,683	27,031	-	-	27,310	-	-	-
432400	Wine & Beer Tax	32,258	31,163	30,000	30,000	30,000	30,000	30,000	30,000
432600	ABC Net Revenues Tax	18,342	18,664	15,000	15,000	18,900	19,000	19,000	19,000
432700	Mixed Beverage Tax	37,229	39,053	35,000	35,000	39,000	39,000	39,000	39,000
	Subtotal	***1,077,009***	***1,076,406***	***1,014,700***	***1,014,700***	***1,081,510***	***1,065,400***	***1,065,400***	***1,065,400***

Town of Kill Devil Hills
General Fund Revenues - Adopted
For the Fiscal Year 2019-20

Object	Object Description	Actual Revenues 2016 - 17	Actual Revenues 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020- 21
	RESTRICTED INTERGOVERN								
440000	Powell Bill Allocation	$ 243,972	$ 243,872	$ 240,000	$ 240,000	$ 240,000	$ 240,000	$ 240,000	$ 240,000
440050	Drug Enforcement Reimbursement	5,341	4,577	-	-	-	-	-	-
440052	Grant - Shoreline Management	23,977	304,947	95,000	95,000	95,000	95,000	95,000	95,000
440054	Grant - USDOJ Body Armor	-	3,083	-	-	-	-	-	-
440055	Asset Forfeiture Funds - US Ma	-	1,839	-	-	-	-	-	-
440067	Grant - Gov't Access Channel	1,056	8,321	-	10,000	10,000	-	-	-
440071	Grant - DCTB Sidewalk	-	-	-	-	340,125	-	-	-
440072	Grant - NC Parks	-	225,000	-	-	25,000	-	-	-
440073	Grant - FEMA - Fire	-	-	-	29,604	29,604	-		-
440111	Grant - DCTB - Fireworks	10,000	10,000	-	11,750	11,750	13,125	13,125	13,125
440112	Grant - NCLM EAP	3,075	1,127	-	-	2,500	-	-	-
440113	Grant - NCLM Wellness	2,096	1,865	-	-	-	-	-	-
440114	FEMA Reimbursement	146,894	270,446	-	-	25,075	-	-	-
440116	NCDENR Beach Access Grants	-	84,000	-	-	-	-	-	
	Subtotal	***436,411***	***1,159,077***	***335,000***	***386,354***	***779,054***	***348,125***	***348,125***	***348,125***
	PERMITS & FEES								
450000	Building Permits	365,613	416,714	200,000	200,000	380,000	325,000	325,000	325,000
450010	Occupancy Permits & Fees	3,650	3,800	2,500	2,500	3,200	2,500	2,500	2,500
450020	Site Plan Review Fees	68,757	31,199	15,000	15,000	78,000	15,000	15,000	15,000
450030	Other Planning Fees	4,656	13,176	4,000	4,000	4,000	4,000	4,000	4,000
450040	CAMA I & E Permits	3,685	2,365	1,500	1,500	2,300	1,500	1,500	1,500
450050	Homeowner Recovery Fees	67	82	100	100	80	100	100	100
450060	Taxi Ordinance Fees	425	305	300	300	300	300	300	300
450070	Franchise Fee	44,866	-	-	-	-	-	-	-
	Subtotal	***491,719***	***467,641***	***223,400***	***223,400***	***467,880***	***348,400***	***348,400***	***348,400***
	SALES & SERVICES								
461002	Animal Control Board & Adopt	310	3,100	2,000	2,000	2,650	2,000	2,000	2,000
461003	Dog Licenses	648	790	1,000	1,000	750	1,000	1,000	1,000
461004	Rabies Vaccination Fees	84	179	150	150	160	150	150	150
465000	Court Costs & Fees	3,268	2,415	3,200	3,200	3,200	3,200	3,200	3,200
465020	Buy Gold Application Fees	284	142	-	-	180	-	-	-
465500	Finger Print Fees	1,470	1,190	1,000	1,000	1,000	1,000	1,000	1,000
466020	Rollout Container Sales	22,030	22,889	12,000	12,000	12,000	12,000	12,000	12,000
466030	Dumpster Sales	39,719	20,165	50,190	50,190	50,190	50,190	50,190	50,190
467000	Cookbook Sales	20	120	-	-	100	-	-	-
	Subtotal	***67,833***	***50,990***	***69,540***	***69,540***	***70,230***	***69,540***	***69,540***	***69,540***

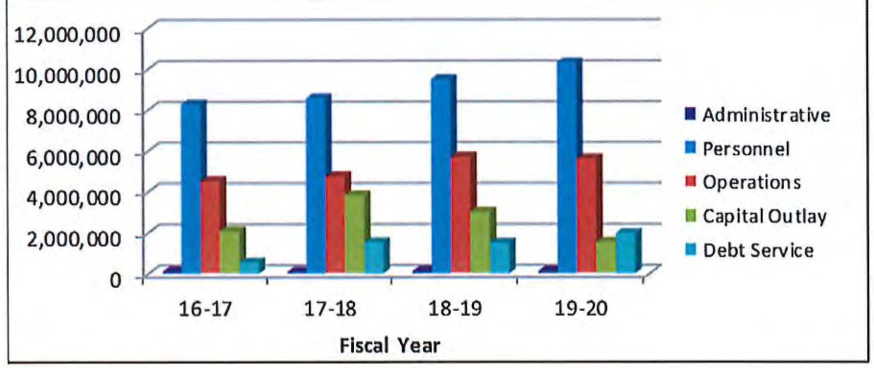
Town of Kill Devil Hills
General Fund Revenues - Adopted
For the Fiscal Year 2019-20

Object	Object Description	Actual Revenues 2016 - 17	Actual Revenues 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020- 21
	INVESTMENT EARNINGS								
470000	Interest Income	$ 23,229	$ 108,298	$ 140,000	$ 140,000	$ 230,000	$ 200,000	$ 200,000	$ 200,000
	Subtotal	***23,229***	***108,298***	***140,000***	***140,000***	***230,000***	***200,000***	***200,000***	***200,000***
	OTHER REVENUE								
480000	Miscellaneous Revenues	20,383	27,999	10,000	10,000	38,000	20,000	20,000	20,000
481000	Sale of Fixed Assets	89,257	174,667	15,000	15,000	15,000	20,000	20,000	20,000
482000	Discounts on Purchases	4,900	2,101	2,000	2,000	2,000	2,000	2,000	2,000
483000	Rental Income	4,301	4,301	4,300	4,300	4,301	4,300	4,300	4,300
483200	Rental Income - Communications	-	116,307	107,500	107,500	124,000	125,261	125,261	129,019
483205	Communications Fees	-	(15,565)	(11,000)	(11,000)	-	-	-	-
484000	Contributions	2,753	2,334	-	132,700	1,600	-	-	-
	Subtotal	***121,594***	***312,144***	***127,800***	***260,500***	***184,901***	***171,561***	***171,561***	***175,319***
	OTHER FINANCE SOURCES								
490000	Lease Proceeds	1,279,031	1,083,447	-	828,481	828,481	-	-	-
492000	Water Fund Administrative Cost Allocation	377,883	368,988	393,138	393,138	393,138	413,290	413,290	413,290
499100	Fund Balance Appr - Undesignated	-	817,011	2,820,363	3,446,870	910,801	1,178,472	1,178,472	1,198,477
499105	Fund Balance Appr - Encumbrances	-	-	-	378,647	-	-	-	-
499155	Fund Balance Appr - Sidewalk	-	-	-	100,000	-	-	-	-
	Subtotal	***1,656,914***	***2,269,446***	***3,213,501***	***5,147,136***	***2,132,420***	***1,591,762***	***1,591,762***	***1,611,767***
	TOTAL	$ 18,419,230	$ 20,542,731	$ 19,877,141	$ 21,994,830	$ 19,845,494	$ 19,477,879	$ 19,477,879	$ 19,652,092

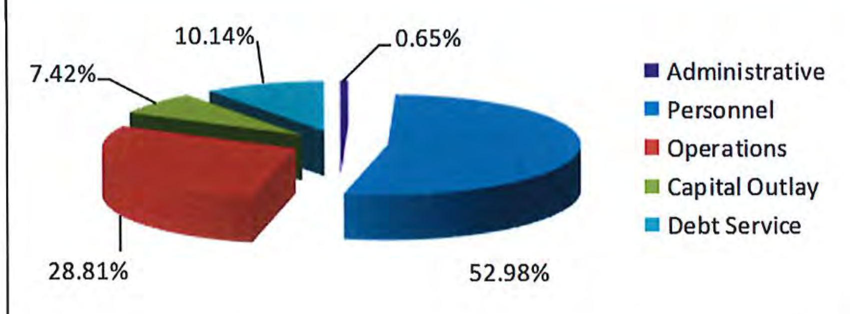
General Fund Expenditures Summary by Type

Expenditures by Type					
		Adopted FY18-19		***Adopted FY19-20***	***Percent Change***
Administrative	$	119,648	$	127,398	6.48%
Personnel		9,518,821		10,323,689	8.46%
Operations		5,711,595		5,606,635	-1.84%
Capital Outlay		3,011,500		1,445,010	-52.02%
Debt Service		1,515,577		1,975,147	30.32%
Total	**$**	**19,877,141**	**$**	**19,477,879**	**-2.01%**

Expenditures History



Adopted Budget for Fiscal Year 2019-20



Town of Kill Devil Hills
General Fund Expenditures by Account
For the Fiscal Year 2019-20

Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
	ADMINISTRATIVE								
501000	Mayor & Commissioners	$ 42,830	$ 45,025	$ 44,648	$ 44,648	$ 43,325	$ 45,898	$ 45,898	$ 45,898
501050	Board Meeting Video Taping	3,304	2,912	8,000	8,000	3,500	8,000	8,000	8,000
501075	Videographer/Editor	360	-	8,000	8,000	8,000	8,000	8,000	8,000
504000	Legal Services	64,831	43,948	55,000	55,000	44,000	55,000	55,000	55,000
514001	Travel & Training - Board	698	1,812	3,000	3,000	1,500	3,000	3,000	3,000
514002	Travel & Training - Attorney	-	21	1,000	1,000	100	1,000	1,000	1,000
544000	Election Costs	-	5,170	-	-	-	6,500	6,500	-
	Subtotal	***112,023***	***98,888***	***119,648***	***119,648***	***100,425***	***127,398***	***127,398***	***120,898***
	PERSONNEL SERVICES								
	Positions Request	-	-	-	-	-	100,543	100,543	170,269
502000	Salaries	5,934,008	6,146,423	6,771,583	6,771,283	6,695,691	7,123,499	7,123,499	7,355,030
502010	Volunteer Incentive Program	9,590	12,330	17,000	17,300	17,300	17,000	17,000	17,000
505000	FICA Expense	444,864	460,486	523,966	523,966	515,854	550,983	550,983	568,742
506000	Funding for Health Plan	1,171,541	1,211,350	1,349,564	1,349,564	1,329,599	1,535,125	1,535,125	1,535,125
507000	Retirement Expense	424,686	452,125	481,359	481,359	478,592	604,390	604,390	707,416
507500	401k Retirement Expense - Law Officers	82,418	87,868	91,462	91,462	91,462	94,929	94,929	97,413
507750	401k Retirement Expense	189,033	195,219	229,004	229,004	225,595	242,337	242,337	250,725
507800	Separation Allowance	36,454	28,252	54,883	54,883	54,883	54,883	54,883	54,883
	Subtotal	***8,292,594***	***8,594,053***	***9,518,821***	***9,518,821***	***9,408,975***	***10,323,689***	***10,323,689***	***10,756,603***
	OPERATIONS								
	Positions Request	-	-	-	-	-	5,700	5,700	3,700
503000	Planning & Zoning Board Fees	8,700	8,700	13,320	13,320	10,540	13,320	13,320	13,320
508000	Professional Services	19,381	135,357	51,280	71,139	50,709	90,630	90,630	75,280
508100	Engineering Services	15,130	12,155	16,000	16,000	13,000	38,000	38,000	26,000
508500	Tax Collection Fee	135,514	136,477	139,495	139,495	139,495	157,950	157,950	158,792
509000	Audit	18,340	18,340	20,340	20,340	20,340	20,340	20,340	20,340
511000	Postage	5,542	7,066	14,000	14,000	8,000	10,000	10,000	10,000
512000	Telephone	25,090	20,469	28,000	28,000	24,000	28,000	28,000	28,000
513000	Utilities	165,239	167,633	181,400	181,400	179,000	181,400	181,400	181,400
514000	Travel & Training	50,043	62,742	69,050	69,050	63,850	76,395	76,395	75,550
514500	Firing Range	1,000	2,600	2,600	2,600	2,600	2,600	2,600	2,600
515000	M & R - Buildings & Grounds	66,445	66,559	88,400	86,225	84,000	88,400	88,400	88,400
515001	M & R - Storms	13,484	-	-	-	-	-	-	-
515002	M & R - Signs (routed)	1,400	550	3,000	3,000	1,500	3,000	3,000	3,000
515003	M & R - HVAC	36,999	40,667	40,000	45,100	45,800	45,000	45,000	45,000
515006	M & R - Christmas displays	317	13,454	14,000	14,000	4,000	14,000	14,000	14,000

Town of Kill Devil Hills
General Fund Expenditures by Account
For the Fiscal Year 2019-20

Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
515010	M & R - Shoreline Access	$ 8,049	$ 14,274	$ 32,500	$ 32,500	$ 32,500	$ 32,500	$ 32,500	32,500
515011	M & R - Shoreline Access - Sandfence	23,978	-	-	-	-	-	-	-
515020	M & R - Recreational Facilities	11,897	15,976	32,800	33,234	12,800	32,800	32,800	32,800
515060	M & R - Landscaping	3,255	4,091	5,000	5,000	4,000	5,000	5,000	6,000
515070	M & R - Street Maintenance	75,486	50,046	90,000	90,000	52,000	90,000	90,000	90,000
515080	M & R - Sidewalks	-	-	30,000	85,000	75,000	30,000	30,000	30,000
516000	Outside Maintenance & Repair	86,486	77,155	113,644	100,586	134,835	103,144	103,144	103,144
517000	Fleet Maintenance	129,081	138,577	137,900	137,900	137,400	140,900	140,900	140,900
517001	Equipment Maintenance	2,557	2,538	4,000	4,000	3,000	4,000	4,000	4,000
518000	Communications	37,297	40,414	44,820	44,820	39,427	47,770	47,770	47,770
519000	Maintenance Contracts	103,968	129,930	103,495	103,495	98,970	121,173	121,173	129,408
520000	Printing	3,648	9,296	10,900	11,617	10,450	13,900	13,900	13,900
521000	Equipment Rental	10,928	9,892	14,050	14,050	26,600	17,550	17,550	17,550
522000	Copier Lease	22,927	22,551	32,065	32,065	28,840	32,470	32,470	33,070
523010	Partnerships	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
525000	Tuition Reimbursement	-	1,000	3,000	3,000	1,500	3,000	3,000	3,000
526000	Advertising	15,259	9,487	14,000	14,000	11,000	14,000	14,000	14,000
526010	Historic Landmark	-	-	500	500	300	500	500	500
526015	CRS Flood	-	-	3,000	3,000	-	3,000	3,000	3,000
531000	Vehicle Fuel	135,531	141,881	153,450	153,450	150,600	165,475	165,475	182,013
533000	Supplies & Materials	290,942	243,582	227,494	230,953	223,091	265,969	265,969	243,989
533001	Supplies & Materials - Bulk Purchases	-	-	12,000	12,000	12,000	17,000	17,000	17,000
533003	Supplies & Materials - Drug	-	5,680	-	5,100	5,100	-	-	-
533003	Supplies & Materials - Radar	9,463	11,737	12,500	-	-	12,500	12,500	12,500
533005	Supplies & Materials - Criminal	1,406	1,404	1,500	1,500	1,200	1,500	1,500	1,500
553008	Supplies & Materials - In-Car Camera	18,450	23,063	22,500	22,500	22,000	22,500	22,500	22,500
533012	Supplies & Materials - Rolloff	-	-	17,000	19,305	19,305	21,000	21,000	21,000
533013	Supplies & Materials - PEG Channel	14,701	-	3,000	3,000	9,835	3,000	3,000	3,000
533017	Supplies & Materials - In-Car radio	-	-	13,230	25,730	24,360	13,230	13,230	13,230
533018	USDHS Fire Grant	-	-	-	29,604	-	-	-	-
533050	SCBA Equipment	-	4,045	5,000	5,000	4,980	5,000	5,000	5,000
536000	Uniforms	59,335	63,401	69,220	71,669	65,220	78,128	78,128	77,600
536001	Uniform Cleaning Allowance	565	576	600	600	576	600	600	600

Town of Kill Devil Hills
General Fund Expenditures by Account
For the Fiscal Year 2019-20

Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
537000	Crime Prevention	$ 1,250	$ 1,612	$ 2,000	$ 2,700	$ 1,130	$ 2,000	$ 2,000	2,000
538000	Controlled Substances	-	-	2,000	2,000	1,000	2,000	2,000	2,000
545000	Contracted Services	158,977	92,703	106,361	126,356	129,146	146,533	146,533	150,653
545110	Contracted Services - PEG channel	28,683	28,031	1,000	1,000	29,000	1,000	1,000	1,000
545060	Chapter Updates	-	-	50,000	50,000	-	-	-	75,000
545040	Annual Beach Nourishment Maintenance	-	18,921	195,000	216,180	57,000	175,000	175,000	175,000
545070	Land Use Plan Update	-	-	-	8,683	8,683	-	-	-
545100	Tipping Fees	783,708	768,041	905,000	893,000	893,000	905,000	905,000	930,000
547000	Fleet Maintenance Supplies	132,874	164,774	102,000	102,000	115,227	102,000	102,000	102,000
547510	Public Works Complex Unleaded Fuel	16,244	75,961	89,494	89,494	83,600	93,650	93,650	103,135
547520	Public Works Complex Diesel Fuel	17,404	74,486	76,206	76,206	83,600	82,925	82,925	91,218
548000	Departmental Supplies	12,805	3,615	20,000	20,000	20,000	20,000	20,000	20,000
548010	Purchases - Dumpsters	27,757	30,780	50,190	50,190	50,190	50,190	50,190	50,190
548030	Purchases - Rollout Carts	16,461	19,807	12,000	12,000	12,000	12,000	12,000	12,000
550000	Household Hazardous Waste	2,078	1,112	2,750	2,750	2,750	2,750	2,750	2,750
552000	Recordation Fees	78	78	500	500	150	500	500	500
553000	Dues & Subscriptions	21,410	24,673	35,790	35,790	33,095	36,885	36,885	36,885
554000	General Insurance	118,414	181,076	175,000	179,074	179,074	175,000	175,000	175,000
554500	Retiree Health Insurance	344,911	333,967	483,949	483,949	395,000	396,543	396,543	396,543
554550	OPEB Irrevocable Trust Fund Contribution	-	-	200,000	200,000	200,000	25,000	25,000	25,000
554560	LEOSSA Irrevocable Trust Fund Contribution	-	-	25,000	25,000	-	-	-	-
555000	Workers Compensation	139,400	148,901	123,175	123,175	115,626	140,671	140,671	145,244
556000	Firemen's Pension	4,510	4,530	7,700	7,700	4,250	7,700	7,700	7,700
557000	Miscellaneous	666	551	4,200	4,200	2,505	4,200	4,200	4,200
557001	Miscellaneous - Special Events	43,559	35,182	46,900	79,650	79,650	61,500	61,500	61,500
557002	Miscellaneous - Health Efficiency	1,907	2,130	11,250	11,250	2,500	11,250	11,250	11,250
557005	Worksession Expenses	40	548	700	700	600	700	700	700
560000	Unemployment Insurance	14,585	2,965	5,000	5,000	500	500	500	800
570000	Lease Payments	1,168,808	1,299,090	1,344,077	1,344,077	1,328,790	1,345,369	1,345,369	1,310,717
590000	Departmental Charges	(179,385)	(147,790)	(120,000)	(120,000)	(133,227)	(120,000)	(120,000)	(120,000)
590000	Departmental Fuel Charges	-	(147,685)	(165,700)	(165,700)	(167,200)	(176,575)	(176,575)	(194,353)
	Subtotal	*4,534,977*	*4,761,424*	*5,711,595*	*5,895,771*	*5,411,362*	*5,606,635*	*5,606,635*	*5,655,488*

Town of Kill Devil Hills
General Fund Expenditures by Account
For the Fiscal Year 2019-20

Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
	CAPITAL OUTLAY								
572000	C/O Buildings	$ 60,363	$ 25,049	$ 1,415,000	$ 1,331,689	$ 86,960	$ 45,000	$ 45,000	$ -
573000	C/O Other Improvements	102,617	494,240	350,000	401,870	91,396	258,150	258,150	135,000
573010	C/O Shoreline Access Reserve	-	-	-	-	-	30,000	30,000	30,000
573020	C/O Recreation Facilities Reserve	-	-	-	-	-	30,000	30,000	30,000
573026	C/O Beach Access Improvements	-	-	-	-	-	9,000	9,000	100,000
573027	C/O Soundside Access Improvements	-	-	-	-	-	-	-	50,000
573075	C/O West First St Multi Use Path	-	-	-	-	96,000	10,000	10,000	50,000
573090	C/O Other Improve - Ocean Bay Blvd	-	-	50,000	50,000	35,000	60,000	60,000	60,000
573130	C/O Other Improvements	-	-	-	34,555	31,031	-	-	-
574000	C/O Machinery & Equipment	367,720	69,446	33,500	156,258	154,144	20,000	20,000	7,000
574008	C/O Recycling Grant	-	104,448	-	-	-	-	-	-
575000	C/O Vehicles	714,956	1,124,070	15,000	789,325	789,325	17,460	17,460	13,940
576000	C/O Office Furniture & Equipment	114,783	12,403	-	37,349	-	8,400	8,400	-
577000	C/O Powell Bill Street Construction	218,000	218,000	218,000	218,000	218,000	218,000	218,000	218,000
577010	C/O Street Construction Capital Reserve	397,981	408,325	775,000	1,242,622	1,223,954	639,000	639,000	536,000
577005	C/O Multi Use Path	-	-	55,000	-	-	-	-	95,000
577015	C/O Sidewalk Construction	96,218	-	-	-	-	-	-	-
577030	C/O Sidewalk Reserve	-	808,323	100,000	531,180	531,180	100,000	100,000	100,000
573021	C/O Beach Nourishment Capital Reserve	-	550,000	-	-	-	-	-	-
579000	Animals	-	8,693	-	-	-	-	-	-
	Subtotal	***2,072,638***	***3,822,997***	***3,011,500***	***4,792,848***	***3,256,990***	***1,445,010***	***1,445,010***	***1,424,940***
	DEBT SERVICE								
	Public Works - Phase I & II	468,260	459,339	450,418	450,418	450,418	445,674	445,674	196,566
	Public Works - Phase III	-	-	-	152,165	152,165	480,834	480,834	468,448
	Beach Nourishment	83,750	1,081,680	1,065,159	1,065,159	1,065,159	1,048,639	1,048,639	1,032,119
	Subtotal	***552,010***	***1,541,019***	***1,515,577***	***1,667,742***	***1,667,742***	***1,975,147***	***1,975,147***	***1,697,133***
	TOTAL	**$ 15,564,242**	**$ 18,818,381**	**$ 19,877,141**	**$ 21,994,830**	**$ 19,845,494**	**$ 19,477,879**	**$ 19,477,879**	**$ 19,655,062**

Administration Department
Overview & Staffing

The Administration Department coordinates the actions of all departments within the Town of Kill Devil Hills in order to keep the Town running smoothly. It ensures that the Town functions pursuant to all federal, state and local regulations and procedures. It handles all personnel-related issues and maintains all legal documents and public records. It is the central information center for Kill Devil Hills and ensures that citizens, visitors and employees are kept up-to-date on Town news and activities.

The Buildings and Grounds Division is responsible for buildings and grounds maintenance including all public buildings, beach accesses, recreational facilities and parks.

Staffing Position	Grade	Existing Positions	Recommended Positions	Adopted Positions
Administration:				
Town Manager	N/A	1	1	1
Assistant Town Manager	25	1	1	1
Town Clerk	19	1	1	1
Administrative Assistant	11	1	1	1
Administrative Specialist	8	1	1	1
Office Assistant	5	1	1	1
Total		*6*	*6*	*6*
Buildings & Grounds:				
Grounds Maintenance Supervisor	10	1	1	1
Building Maintenance Specialist	8	1	1	1
Senior Facility Maintenance Specialist	6	1	1	1
Facility Maintenance Specialist	5	2 1/4	2 1/4	2 1/4
Total		*5 ¼*	*5 ¼*	*5 ¼*

Administration Department
Goals & Objectives

Goals

To direct and coordinate the operation of the Town of Kill Devil Hills in accordance with policies established by the Board of Commissioners and to provide services that meet the needs of our citizens and visitors.

Objectives

- To promote the Town of Kill Devil Hills in a positive manner to its citizens and visitors through programs and events.
- To continue to search for ways to further involve our citizens in Town activities.
- To welcome inquiries and requests for assistance and provide friendly, pleasant and efficient service.
- To ensure that the services provided by the Town to its citizens and visitors are cost-efficient and responsive, meeting the needs of our citizens, and are in compliance with the provisions of local ordinances and state and federal law.
- To foster and maintain an efficient, motivated workforce that strives to provide the highest level of service to our citizens and visitors.
- To develop policies and methods that enhance employment opportunities and create a desirable working environment.

Administration Department
Statistical Data

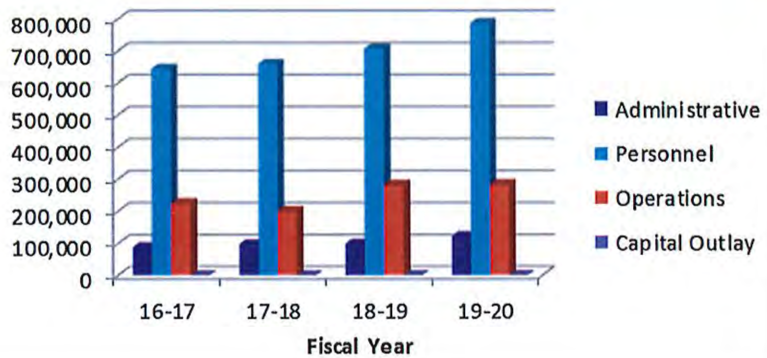
Highlights

- A 2.8% COLA is adopted and is reflected departmentally.
- Engineering includes additional funding in the amount $22,000 for services related to Aviation Park and Hayman Park.
- $12,420 maintenance contract on the phone system is included.
- Continuation of Town sponsored special events such as July 4th fireworks, Christmas at the Town Hall, ice cream social, trash attack and adding neighborhood watch.

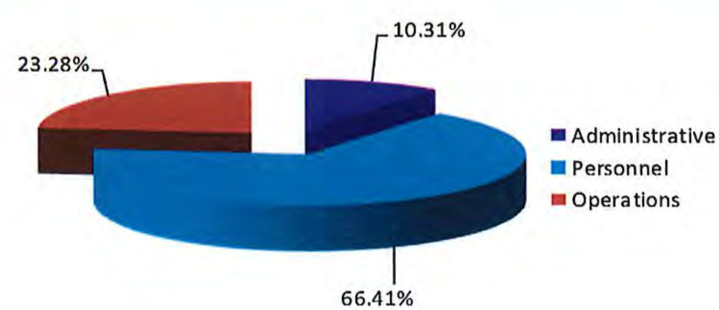
Expenditures by Function

	Adopted FY18-19	Adopted FY19-20	Percent Change
Administrative	$ 114,648	$ 122,398	6.76%
Personnel	706,561	788,364	11.58%
Operations	234,851	276,341	17.67%
Total	**$1,056,060**	**$ 1,187,103**	**12.41%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Department: *Administration*			Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
Org	Object	Object Description								
		ADMINISTRATIVE								
4200	501000	Mayor & Commissioners	$ 42,830	$ 45,025	$ 44,648	$ 44,648	$ 43,325	$ 45,898	$ 45,898	$ 45,898
4200	501050	Board Meeting Video Taping	3,304	2,912	8,000	8,000	3,500	8,000	8,000	8,000
4200	501075	Videographer/Editor	360	-	8,000	8,000	8,000	8,000	8,000	8,000
4200	504000	Legal Services	41,430	43,221	50,000	50,000	43,000	50,000	50,000	50,000
4200	514001	Travel & Training - Board	698	1,812	3,000	3,000	1,500	3,000	3,000	3,000
4200	514002	Travel & Training - Attorney	-	21	1,000	1,000	100	1,000	1,000	1,000
4200	544000	Election Costs	-	5,170	-	-	-	6,500	6,500	-
		Subtotal	***88,622***	***98,161***	***114,648***	***114,648***	***99,425***	***122,398***	***122,398***	***115,898***
		PERSONNEL SERVICES								
4200	502000	Salaries	475,495	486,659	516,450	516,450	518,749	570,170	570,170	583,249
4200	505000	FICA Expense	37,766	39,110	44,148	44,148	44,148	48,353	48,353	49,400
4200	506000	Funding for Health Plan	73,215	73,514	79,287	79,287	78,625	87,951	87,951	87,951
4200	507000	Retirement Expense	35,118	37,115	40,054	40,054	40,054	52,582	52,582	61,005
4200	507750	401k Retirement Expense	23,931	24,479	26,622	26,622	26,622	29,308	29,308	29,992
		Subtotal	***645,525***	***660,877***	***706,561***	***706,561***	***708,198***	***788,364***	***788,364***	***811,597***
		OPERATIONS								
4200	508000	Professional Services	6,518	5,814	21,000	21,000	11,000	12,000	12,000	12,000
4200	508100	Engineering Services	15,130	12,155	16,000	16,000	13,000	38,000	38,000	26,000
4200	512000	Telephone	25,090	20,469	28,000	28,000	24,000	28,000	28,000	28,000
4200	514000	Travel & Training	3,114	2,501	5,000	5,000	4,000	6,000	6,000	10,000
4200	516000	Outside Maintenance & Repair	336	5	300	300	300	300	300	300
4200	517000	Fleet Maintenance	560	122	500	500	500	500	500	500
4200	519000	Maintenance Contracts	300	-	4,500	4,500	-	16,920	16,920	16,920
4200	520000	Printing	2,109	6,725	6,000	6,717	6,717	6,000	6,000	6,000
4200	521000	Equipment Rental	4,128	3,040	4,400	4,400	4,400	4,400	4,400	4,400
4200	522000	Copier Lease	4,547	4,535	6,500	6,500	6,500	6,500	6,500	6,800
4200	523010	Partnerships	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
4200	525000	Tuition Reimbursement	-	1,000	3,000	3,000	1,500	3,000	3,000	3,000
4200	526000	Advertising	10,970	9,487	14,000	14,000	11,000	14,000	14,000	14,000
4200	531000	Vehicle Fuel	278	231	350	350	250	325	325	358
4200	533000	Supplies & Materials	12,187	7,654	7,000	9,005	7,000	7,000	7,000	7,000
4200	533013	Supplies & Materials - PEG Channel	14,701	-	3,000	3,000	9,835	3,000	3,000	3,000
4200	545000	Contracted Services	5,741	14,687	8,200	16,195	25,000	8,200	8,200	8,200
4200	545110	Contracted Services - PEG Support	28,683	28,031	1,000	1,000	29,000	1,000	1,000	1,000

Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Department: *Administration*

Org	Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
4200	553000	Dues & Subscriptions	$ 12,986	$ 14,304	$ 12,500	$ 12,500	$ 12,500	$ 12,500	$ 12,500	$ 12,500
4200	555000	Workers' Compensation	2,331	2,558	2,201	2,201	2,156	2,696	2,696	2,728
4200	557000	Miscellaneous	402	267	2,750	2,750	2,005	2,750	2,750	2,750
4200	557001	Miscellaneous - Special Events	43,559	35,182	46,900	79,650	79,650	61,500	61,500	61,500
4200	557002	Miscellaneous - Health Efficiency	1,907	2,130	11,250	11,250	2,500	11,250	11,250	11,250
4200	557005	Miscellaneous - Meeting Expenses	40	548	500	500	500	500	500	500
		Subtotal	*225,617*	*201,445*	*234,851*	*278,318*	*283,313*	*276,341*	*276,341*	*268,706*
		TOTAL	**$ 959,764**	**$ 960,483**	**$ 1,056,060**	**$ 1,099,527**	**$ 1,090,936**	**$ 1,187,103**	**$ 1,187,103**	**$ 1,196,201**

Buildings & Grounds Division
Goals & Objectives

Goals

To improve and enhance the buildings of the Town of Kill Devil Hills through scheduled maintenance and work projects designed to make our facilities safer places to work, visually appealing and to serve as outstanding examples of our Town government. To enhance visual appeal of Town grounds with attractive plants and grasses.

Objectives

- To continue existing landscaping and beautification programs, implement new programs as directed and funded, to increase citizen pride in the overall look of Kill Devil Hills and allow more public use of Town property.

- To provide high quality care and maintenance for Town property including buildings, grounds, public beach accesses, recreational facilities and parks and to improve existing facilities by replacing worn or unusable assets as adopted and funded.

- To improve existing building maintenance programs including, but not limited to, trash and recycling collections and general cleaning tasks to better meet the needs of Town staff with an objective to meet established efficiency standards.

Buildings & Grounds Division Statistical Data

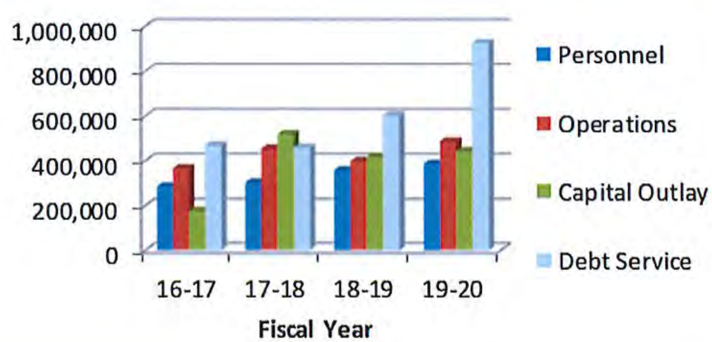
Highlights

- Debt service for the Public Works Complex is included.
- $48,350 Professional services for engineering sound side and beach access improvements and North parking lot at Fire Station.
- Contracted services includes the addition of Monopole consulting in the amount $25,052.
- Various capital maintenance projects include roof replacements, parking lot improvements, interior and exterior lighting, and improvements at beach accesses.
- Funding the Capital Reserve Funds for Shoreline Accesses and Recreation Facilities in the amount $30,000 each.

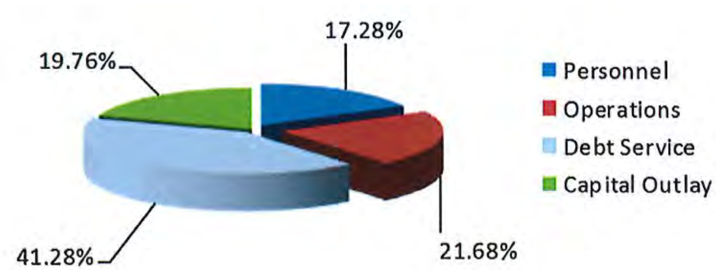
Expenditures by Function

	Adopted FY18-19	Adopted FY19-20	Percent Change
Personnel	$ 358,281	$ 387,904	8.27%
Operations	403,317	486,530	20.63%
Capital Outlay	1,849,850	443,500	-76.03%
Debt Service	450,418	926,508	105.70%
Total	**$ 3,061,866**	**$ 2,244,442**	**-26.70%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Division: *Buildings & Grounds*

Org	Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
		PERSONNEL SERVICES								
5000	502000	Salaries	$ 187,843	$ 197,293	$ 233,688	$ 233,688	$ 233,688	$ 250,448	$ 250,448	$ 257,716
5000	505000	FICA Expense	13,416	13,972	17,877	17,877	17,877	19,159	19,159	19,715
5000	506000	Funding for Health Plan	63,029	68,755	77,505	77,505	77,505	83,360	83,360	83,360
5000	507000	Retirement Expense	13,214	13,986	17,527	17,527	17,527	22,415	22,415	26,158
5000	507750	401k Retirement Expense	7,675	8,337	11,684	11,684	11,684	12,522	12,522	12,886
		Subtotal	***285,177***	***302,343***	***358,281***	***358,281***	***358,281***	***387,904***	***387,904***	***399,835***
		OPERATIONS								
5000	508000	Professional Services	-	117,101	-	19,859	20,659	48,350	48,350	33,000
5000	513000	Utilities	61,724	63,677	72,400	72,400	72,000	72,400	72,400	72,400
5000	514000	Travel & Training	-	-	500	500	-	500	500	500
5000	515000	M & R - Buildings & Grounds	66,445	66,559	88,400	86,225	84,000	88,400	88,400	88,400
5000	515999	M & R - Storm	13,484	-	-	-	-	-	-	-
5000	515002	M & R - Signs (routed)	1,400	550	3,000	3,000	1,500	3,000	3,000	3,000
5000	515003	M & R - HVAC	36,999	40,667	40,000	45,100	45,800	45,000	45,000	45,000
5000	515006	M & R - Christmas displays	317	13,454	14,000	14,000	4,000	14,000	14,000	14,000
5000	515010	M & R - Shoreline Accesses	8,049	14,274	32,500	32,500	32,500	32,500	32,500	32,500
5000	515011	M & R - Shoreline Accesses - Sandfence	23,978	-	-	-	-	-	-	-
5000	515020	M & R - Recreational Facilities	11,897	15,976	32,800	33,234	12,800	32,800	32,800	32,800
5000	515060	M & R - Landscaping	3,255	4,091	5,000	5,000	4,000	5,000	5,000	6,000
5000	516000	Outside Maintenance & Repair	1,933	1,241	2,000	2,000	1,935	2,000	2,000	2,000
5000	517000	Fleet Maintenance	2,578	4,070	3,500	3,500	5,200	6,500	6,500	6,500
5000	517001	Equipment Maintenance	2,557	2,538	4,000	4,000	3,000	4,000	4,000	4,000
5000	518000	Communications	1,173	1,191	1,500	1,500	1,200	1,500	1,500	1,500
5000	520000	Printing	-	-	-	-	-	3,000	3,000	3,000
5000	521000	Equipment Rental	-	25	750	750	11,000	750	750	750
5000	522000	Copier lease	139	86	175	175	160	300	300	350
5000	531000	Vehicle Fuel	3,753	4,147	4,500	4,500	4,500	4,800	4,800	5,280
5000	533000	Supplies & Materials	34,327	35,902	25,000	27,290	25,000	25,000	25,000	25,000
5000	533001	Supplies & Materials-Bulk Purchases	-	-	12,000	12,000	12,000	17,000	17,000	17,000
5000	536000	Uniforms	1,132	821	1,800	1,800	1,500	1,800	1,800	1,800
5000	545000	Contracted Services	16,354	24,421	25,200	25,200	23,000	53,972	53,972	54,724

Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Division:		*Buildings & Grounds*	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
Org	Object	Object Description								
5000	555000	Workers' Compensation	$ 4,564	$ 5,832	$ 5,699	$ 5,699	$ 5,200	$ 6,701	$ 6,701	$ 6,896
5000	570000	Lease Payments	71,010	38,926	28,593	28,593	28,593	17,257	17,257	23,380
		Subtotal	*367,068*	*455,549*	*403,317*	*428,825*	*399,547*	*486,530*	*486,530*	*479,780*
		CAPITAL OUTLAY								
5000	572000	C/O Buildings	60,363	25,049	1,415,000	1,331,689	86,960	45,000	45,000	-
5000	573000	C/O Other Improvements	102,617	494,240	350,000	401,870	91,396	258,150	258,150	-
5000	573002	C/O - Meekins Field	-	-	-	-	-	-	-	135,000
5000	573010	C/O Shoreline Access Reserve	-	-	-	-	-	30,000	30,000	30,000
5000	573020	C/O Recreational Facilities Reserve	-	-	-	-	-	30,000	30,000	30,000
5000	573026	C/O Beach Access Improvements	-	-	-	-	-	9,000	9,000	100,000
5000	573027	C/O Soundside Access Improvements	-	-	-	-	-	-	-	50,000
5000	573040	C/O Aviation Park	-	-	-	-	96,000	10,000	10,000	50,000
5000	573090	C/O Ocean Bay Blvd	-	-	50,000	50,000	35,000	60,000	60,000	60,000
5000	573130	C/O Other Improvments	-	-	-	34,555	31,031	-	-	-
5000	574000	C/O Machinery & Equipment	13,253	-	33,500	33,500	33,500	-	-	-
5000	575000	C/O Vehicle	-	-	1,350	43,857	43,857	1,350	1,350	-
		Subtotal	*176,233*	*519,289*	*1,849,850*	*1,895,471*	*417,744*	*443,500*	*443,500*	*455,000*
		DEBT SERVICE								
		Public Works - Phase I	254,987	250,243	245,499	245,499	245,499	240,755	240,755	-
		Public Works - Phase II	213,273	209,096	204,919	204,919	204,919	204,919	204,919	196,566
		Public Works - Phase III	-	-	-	152,165	152,165	480,834	480,834	468,448
		Subtotal	*468,260*	*459,339*	*450,418*	*602,583*	*602,583*	*926,508*	*926,508*	*665,014*
		TOTAL	$ 1,296,738	$ 1,736,520	$ 3,061,866	$ 3,285,160	$ 1,778,155	$ 2,244,442	$ 2,244,442	$ 1,999,629

Buildings & Grounds Division
Capital Outlay

Buildings & Grounds Division

Description of Capital Items	Manager's Recommended 2019 - 2020	Adopted 2019 - 2020	Financial Plan 2020 - 2021
Capital Reserves			
1. Shoreline Access Reserve	$ 30,000	$ 30,000	$ 30,000
2. Recreation Facilities Reserve	30,000	30,000	30,000
Total Capital Reserves	**$ 60,000**	**$ 60,000**	**$ 60,000**
Buildings			
1. Replace roof at Aviation Park kitchen	$ 23,000	$ 23,000	$ -
2. Roof at Fire Station rear building	22,000	22,000	-
Total Buildings	**$ 45,000**	**$ 45,000**	**$ -**
Other Improvements			
1. Replace all interior lighting and some exterior lighting with LED	$ 71,500	$ 71,500	$ -
2. North parking lot at 1643 N Croatan Hwy	186,650	186,650	-
3. Eighth street access improvements	9,000	9,000	-
4. Aviation Park paths and facilities improvements	10,000	10,000	-
5. Ocean Bay Blvd Bathhouse - Repair rotted wood, exterior hardware, lighting	60,000	60,000	-
6. Replace play ground equip at Meekins Field	-	-	35,000
7. Refurbish Meekins Field after water tower/mono pole construction	-	-	100,000
8. Gazebo/sidewalk/picnic table at Moor Shore/Walker St access	-	-	50,000
9. Ocean Bay Blvd Bathhouse gazebo and handrails	-	-	60,000
10. Compliance improvements to beach accesses	-	-	100,000
11. Pavilion for public use at Aviation Park	-	-	50,000
Total Other Improvements	**$ 337,150**	**$ 337,150**	**$ 395,000**
New Lease Payments			
1. New Pickup Truck at $45,000	$ 6,123	$ 6,123	$ -
Total New Lease Payments	**$ 6,123**	**$ 6,123**	**$ -**
Vehicle			
1. Excise tax on new vehicle	$ 1,350	$ 1,350	-
Total Vehicle	**$ 1,350**	**$ 1,350**	**$ -**

Finance & Tax Department
Overview & Staffing

The Finance and Tax Department plans, organizes and directs all financial activities of the Town of Kill Devil Hills, including collections, privilege licenses/business registration fees, the annual budget, the annual financial report, investments, purchasing, accounts payable, payroll and related fringe benefits, and the general liability and property insurance programs.

The Management Information Systems Division provides technical computer support to Town departments and manages the Town's main computer network. The MIS Division assists in the selection and installation of hardware and software and assists in diagnosing and coordinating system repairs.

The Fleet Maintenance Division handles Town fleet repairs and maintenance and maintains an inventory of fleet maintenance supplies.

Staffing Position	Grade	Existing Positions	Recommended Positions	Adopted Positions
Finance:				
Finance Director	23	1	1	1
Assistant Finance Director	19	1	1	1
Accountant	13	1/2	1/2	1/2
Payroll Specialist	10	1	1	1
Accounts Payable Specialist	8	1	1	1
Administrative Specialist	8	1	1	1
Customer Service Representative	7	1	1	1
Total		***6 1/2***	***6 1/2***	***6 1/2***
Management Information Systems:				
IT Systems Administrator	17	1	1	1
Total		***1***	***1***	***1***
Fleet Maintenance:				
Fleet Maintenance Supervisor	14	1	1	1
Fleet Maintenance Mechanic	11	3	3	3
Accountant	13	1/2	1/2	1/2
Total		***4 1/2***	***4 1/2***	***4 1/2***

Finance & Tax Department
Goals & Objectives

Goals

To provide efficient and effective administration of the Town's various operations through centralized support functions including collections, accounts payable, purchasing, cash management, payroll and financial reporting.

Objectives

- 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.
- Look for ways to further automate accounting functions in order to streamline and operate more efficiently.
- Maximize cash flow and investment earnings in accordance with Town policies and NC General Statutes.
- Monitor expenditures in accordance with budget and ensure cost-effective purchasing.

Finance & Tax Department
Statistical Data

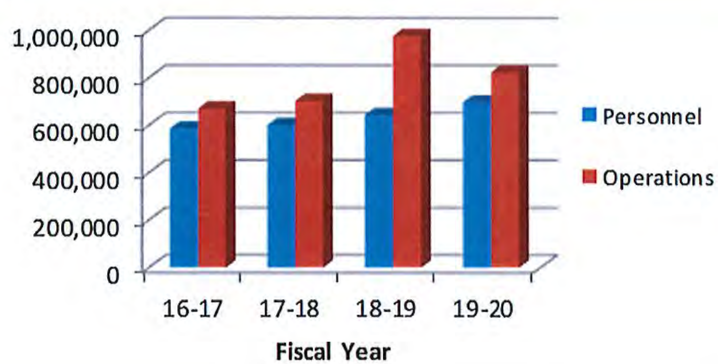
Highlights

- Health insurance renewal rates will increase 12.7% for both active employees and retirees.
- Tax collection contract with Dare County is adopted.
- Funds are included for staff training and continuing education.
- Actuarial study for Other Post-Employment Benefits valuation required by GASB 75.
- Funding Other Post-Employment Benefits trust $25,000 is adopted.

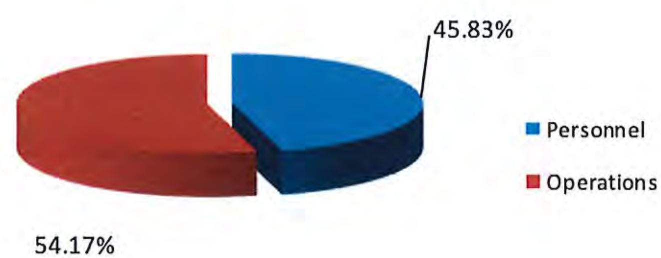
Expenditures by Function

	Adopted FY18-19	*Adopted FY19-20*	*Percent Change*
Personnel	$ 643,155	$ 696,259	8.26%
Operations	1,099,313	823,111	-25.12%
Total	**$ 1,742,468**	**$ 1,519,370**	**-12.80%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Department: *Finance & Tax*

Org	Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020- 21
		PERSONNEL SERVICES								
4400	502000	Salaries	$ 431,383	$ 445,111	$ 475,237	$ 475,237	$ 475,237	$ 508,682	$ 508,682	$ 529,037
4400	505000	FICA Expense	31,992	33,158	36,356	36,356	36,356	38,914	38,914	40,471
4400	506000	Funding for Health Plan	70,704	67,570	72,157	72,157	72,157	77,702	77,702	77,702
4400	507000	Retirement Expense	31,640	33,716	35,643	35,643	35,643	45,527	45,527	53,697
4400	507750	401k Retirement Expense	21,522	22,255	23,762	23,762	23,762	25,434	25,434	26,452
		Subtotal	***587,241***	***601,810***	***643,155***	***643,155***	***643,155***	***696,259***	***696,259***	***727,359***
		OPERATIONS								
4400	508500	Tax Collection Fee	127,604	128,882	131,912	131,912	131,912	149,518	149,518	150,360
4400	509000	Audit	18,340	16,590	18,590	18,590	18,590	18,590	18,590	18,590
4400	511000	Postage	5,542	7,066	14,000	14,000	8,000	10,000	10,000	10,000
4400	514000	Travel & Training	6,789	11,416	11,500	11,500	11,500	12,500	12,500	14,000
4400	518000	Communications	57	84	84	84	84	84	84	84
4400	520000	Printing	377	380	750	750	1,000	750	750	750
4400	522000	Copier Lease	5,755	5,560	7,100	7,100	6,000	7,100	7,100	7,100
4400	533000	Supplies & Materials	4,664	4,188	5,000	5,000	5,000	6,000	6,000	5,500
4400	545000	Contracted Services	20,748	9,361	19,315	19,315	18,000	19,315	19,315	19,315
4400	548000	Departmental Supplies	12,805	3,615	20,000	20,000	20,000	20,000	20,000	20,000
4400	553000	Dues & Subscriptions	1,102	1,137	1,200	1,200	1,200	1,200	1,200	1,200
4400	554000	General Insurance	118,414	181,076	175,000	179,074	179,074	175,000	175,000	175,000
4400	554500	Retiree Health Insurance	344,911	333,967	483,949	483,949	395,000	396,543	396,543	396,543
4400	554550	OPEB Irrevocable Trust Fund Contribution	-	-	200,000	200,000	200,000	25,000	25,000	25,000
4400	554560	LEOSSA Irrevocable Trust Fund Contribution	-	-	25,000	25,000	-	-	-	-
4400	555000	Workers' Compensation	1,079	168	713	713	702	811	811	843
4400	557000	Miscellaneous	180	200	200	200	200	200	200	200
4400	560000	Unemployment Insurance	14,585	2,965	5,000	5,000	500	500	500	800
4400	590000	Departmental Charges	(12,805)	(3,615)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
		Subtotal	***670,147***	***703,040***	***1,099,313***	***1,103,387***	***976,762***	***823,111***	***823,111***	***825,285***
		TOTAL	**$ 1,257,388**	**$ 1,304,850**	**$ 1,742,468**	**$ 1,746,542**	**$ 1,619,917**	**$ 1,519,370**	**$ 1,519,370**	**$ 1,552,644**

Management Information Systems Division
Goals & Objectives

Goals

To plan for and promote the efficient use of information technology that will provide Town-wide efficiency for users and taxpayers.

Objectives

- Continue scheduled replacement of workstations and network components.
- Maintain and enhance the Town's website to allow citizens and other users to search various Town information.
- Improve stability and performance of network connections to offices located outside Town Hall complex.
- Continue to utilize technology to streamline processes.

Management Information Systems Division
Statistical Data

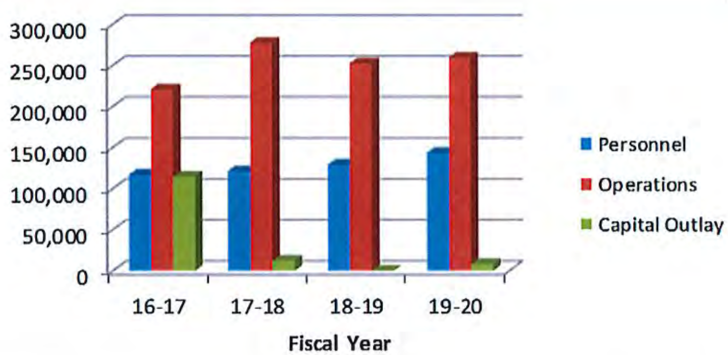
Highlights

- All current maintenance contracts and licenses for Town - wide systems and software are included.
- Funds for training include relevant conferences and town wide staff training.
- Replacement of Fire Department server.

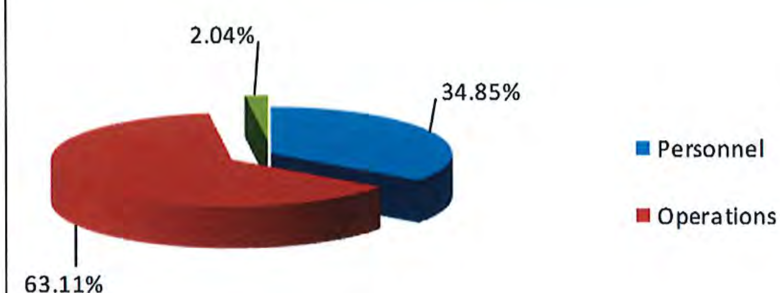
Expenditures by Function

		Adopted FY18-19		*Adopted FY19-20*	*Percent Change*
Personnel	$	131,037	$	143,610	9.59%
Operations		255,012		260,070	1.98%
Capital Outlay		-		8,400	0.00%
Total	**$**	**386,049**	**$**	**412,080**	**6.74%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Division: *Management Information Systems*

Org	Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
		PERSONNEL SERVICES								
4450	502000	Salaries	$ 83,333	$ 86,654	$ 93,420	$ 93,420	$ 92,351	$ 100,922	$ 100,922	$ 103,748
4450	505000	FICA Expense	6,158	6,402	7,147	7,147	6,234	7,721	7,721	7,937
4450	506000	Funding for Health Plan	17,313	17,389	18,793	18,793	18,793	20,888	20,888	20,888
4450	507000	Retirement Expense	6,112	6,564	7,006	7,006	6,926	9,033	9,033	10,530
4450	507750	401k Retirement Expense	4,167	4,333	4,671	4,671	4,618	5,046	5,046	5,187
		Subtotal	***117,083***	***121,342***	***131,037***	***131,037***	***128,922***	***143,610***	***143,610***	***148,290***
		OPERATIONS								
4450	514000	Travel & Training	-	2,544	3,000	3,000	3,000	8,345	8,345	2,000
4450	516000	Outside Maintenance & Repair	-	16,121	15,500	15,500	15,500	5,000	5,000	5,000
4450	519000	Maintenance Contracts	103,668	128,042	97,795	97,795	97,795	103,053	103,053	111,288
4450	533000	Supplies & Materials	46,323	46,403	38,896	38,896	38,896	66,171	66,171	47,591
4450	545000	Contracted Services	14,612	14,692	18,600	18,600	16,500	16,400	16,400	19,768
4450	553000	Dues & Subscriptions	200	235	11,440	11,440	11,440	12,535	12,535	12,535
4450	555000	Workers' Compensation	209	200	126	126	124	161	161	165
4450	570000	Lease Payments	56,065	69,630	69,655	69,655	69,630	48,405	48,405	13,578
		Subtotal	***221,077***	***277,867***	***255,012***	***255,012***	***252,885***	***260,070***	***260,070***	***211,925***
		CAPITAL OUTLAY								
4450	576000	C/O Office Furniture & Equipment	114,783	12,403	-	37,349	-	8,400	8,400	-
		Subtotal	***114,783***	***12,403***	-	***37,349***	-	***8,400***	***8,400***	-
		TOTAL	**$ 452,943**	**$ 411,612**	**$ 386,049**	**$ 423,398**	**$ 381,807**	**$ 412,080**	**$ 412,080**	**$ 360,215**

Management Information Services Division
Capital Outlay

Management Information Systems Division

Description of Capital Items	Manager's Recommended 2019 - 2020	Adopted 2019 - 2020	Financial Plan 2020 - 2021
Office Furniture & Equipment			
1. Replace Fire server	$ 8,400	$ 8,400	$ -
Total Office Furniture & Equipment	**$ 8,400**	**$ 8,400**	$ -

Fleet Maintenance Division
Goals & Objectives

Goals

To provide efficient and effective service for the Town's fleet of vehicles and equipment.

Objectives

- Continue preventive maintenance program for vehicles and equipment to increase longevity of same.
- Provide departments with accurate and timely information on vehicle and equipment maintenance.
- To return vehicles and equipment back to departments in a timely manner.
- Manage a balance between in-house and contracted-out repairs.

Fleet Maintenance Division
Statistical Data

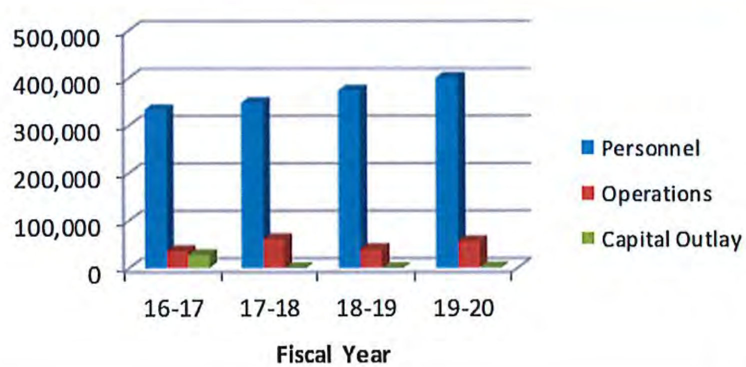
Highlights

- Fuel prices per gallon is the average for wholesale according to Energy Information Association (www.eia.gov) and our wholesale supplier and is budgeted at $1.75/gal reg. unleaded; $1.970/gal diesel, and will be charged back to departments based on usage.
- Replacement of the shop truck.

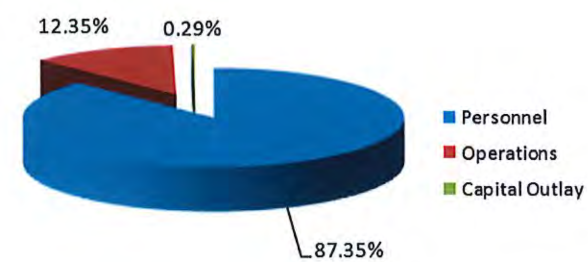
Expenditures by Function

		Adopted FY18-19		*Adopted FY19-20*	*Percent Change*
Personnel	$	374,284	$	400,956	7.13%
Operations		39,980		56,692	41.80%
Capital Outlay		-		1,350	0.00%
Total	**$**	**414,264**	**$**	**458,998**	**10.80%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Division:	*Fleet Maintenance*		Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 -20	Financial Plan 2020 - 21
Org	Object	Object Description								
		PERSONNEL SERVICES								
5450	502000	Salaries	$ 240,870	$ 249,883	$ 266,250	$ 266,250	$ 266,250	$ 282,031	$ 282,031	$ 291,250
5450	505000	FICA Expense	18,021	18,625	20,368	20,368	20,368	21,575	21,575	22,281
5450	506000	Funding for Health Plan	44,759	48,132	54,384	54,384	54,384	58,006	58,006	58,006
5450	507000	Retirement Expense	17,667	18,928	19,969	19,969	19,969	25,242	25,242	29,562
5450	507750	401k Retirement Expense	12,044	12,494	13,313	13,313	13,313	14,102	14,102	14,563
		Subtotal	***333,361***	***348,062***	***374,284***	***374,284***	***374,284***	***400,956***	***400,956***	***415,662***
		OPERATIONS								
5450	514000	Travel & Training	-	392	250	250	250	250	250	250
5450	516000	Outside Maintenance & Repair	7,248	3,615	4,300	4,300	4,500	4,300	4,300	4,300
5450	517000	Fleet Maintenance	314	995	1,400	1,400	1,000	1,400	1,400	1,400
5450	518000	Communications	236	480	500	500	480	500	500	500
5450	519000	Maintenance Contracts	-	1,175	1,200	1,200	1,175	1,200	1,200	1,200
5450	520000	Printing	-	454	750	750	400	750	750	750
5450	521000	Equipment Rental	-	-	600	600	600	600	600	600
5450	522000	Copier Lease	166	174	300	300	200	300	300	300
5450	531000	Vehicle Fuel	960	943	800	800	900	1,200	1,200	1,310
5450	533000	Supplies & Materials	15,517	12,302	12,000	12,000	12,000	19,900	19,900	12,000
5450	536000	Uniforms	1,460	1,285	1,500	1,500	1,800	2,628	2,628	2,100
5450	547000	Fleet Maintenance Supplies	132,874	164,774	102,000	102,000	115,227	102,000	102,000	102,000
5450	547510	Public Works Complex Unleaded Fuel	16,244	75,961	89,494	89,494	83,600	93,650	93,650	103,135
5450	547520	Public Works Complex Diesel Fuel	17,404	74,486	76,206	76,206	83,600	82,925	82,925	91,218
5450	553000	Dues & Subscriptions	150	2,421	1,000	1,000	840	1,000	1,000	1,000
5450	555000	Workers' Compensation	6,785	6,636	6,358	6,358	6,800	7,519	7,519	7,765
5450	570000	Lease Payments	3,508	7,015	7,022	7,022	7,015	13,145	13,145	15,757
5450	590000	Departmental Charges	(166,580)	(144,175)	(100,000)	(100,000)	(113,227)	(100,000)	(100,000)	(100,000)
5450	590500	Departmental Fuel Charges	-	(147,685)	(165,700)	(165,700)	(167,200)	(176,575)	(176,575)	(194,353)
		Subtotal	***36,286***	***61,248***	***39,980***	***39,980***	***39,960***	***56,692***	***56,692***	***51,232***
		CAPITAL OUTLAY								
5450	574000	C/O Machinery & Equipment	-	-	-	-	-	-	-	7,000
5450	575000	C/O Vehicles	28,124	-	-	-	-	1,350	1,350	1,350
		Subtotal	***28,124***	-	-	-	-	***1,350***	***1,350***	***8,350***
		TOTAL	**$ 397,771**	**$ 409,310**	**$ 414,264**	**$ 414,264**	**$ 414,244**	**$ 458,998**	**$ 458,998**	**$ 475,244**

Fleet Maintenance Disision
Capital Outlay

Fleet Maintenance

Description of Capital Items	Manager's Recommended 2019 - 2020	Adopted 2019 - 2020	Financial Plan 2020 - 2021
Machinery & Equipment			
1. 4 Post 12,000 lbs lift addition	$ -	$ -	$ 7,000
Total Machinery & Equipment	**$ -**	**$ -**	**$ 7,000**
New Lease Payments			
1. Replace '03 Shop Truck #220 at $45,000	$ 6,123	$ 6,123	$ -
Total New Lease Payments	**$ 6,123**	**$ 6,123**	$ -
Vehicle			
1. Excise tax on new vehicle	$ 1,350	$ 1,350	$ -
Total Vehicle	**$ 1,350**	**$ 1,350**	$ -

Planning & Development Department
Overview & Staffing

The Planning and Development Department is responsible for managing growth and redevelopment in the Town of Kill Devil Hills. The department is responsible for the review and inspection of all commercial and residential development as well as enforcement of various code compliances. The Planning and Development Department also manages the application and administration of local, state and federal grants.

Staffing

Position	Grade	Existing Positions	Recommended Positions	Adopted Positions
Planning Director	23	1	1	1
Assistant Planning Director	19	1	1	1
Chief Building Codes Inspector	17	1	1	1
Senior Planner	15	1	1	1
Zoning Administrator	13	1	1	1
Building Codes Inspector	13	1	1	1
Code Enforcement Officer	12	1	1	1
Total		7	7	7

Planning & Development Department
Goals & Objectives

Goals

The mission of the Planning and Development Department is to provide for orderly growth and redevelopment of the Town through efficient administration of sound growth management principles and planning practices.

Objectives

- Effectively assist the public and development community.
- Effectively make use of computer systems to track departmental activities utilizing building permit software programs and GIS.
- Implement federal, state and local codes, plans, and ordinances.
- Improve community appearance, beautify beach access corridors and US 158.
- Recommend code revisions that accurately reflect Board of Commissioners policies.
- Enhance departmental efficiency through organization and training.
- Review and provide comments on proposed legislation and rule changes by government agencies which affect Town stakeholders.
- Work toward employee specialization while promoting cross training and communication.
- Continue interdepartmental communication for enforcement and assisting public.

Planning & Development Department
Statistical Data

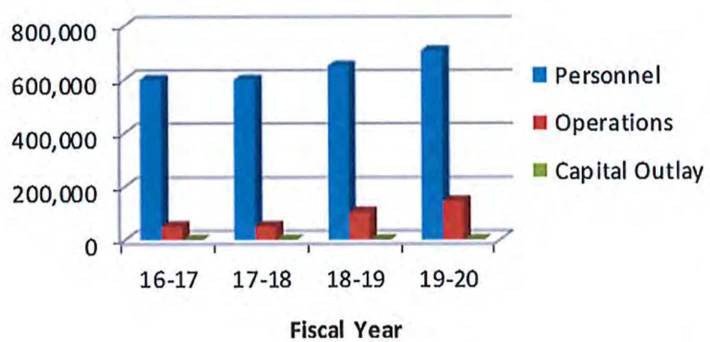
Highlights

- Funds are included for required Flood Prevention publications and outreach.
- Replacement of a F-250 truck.

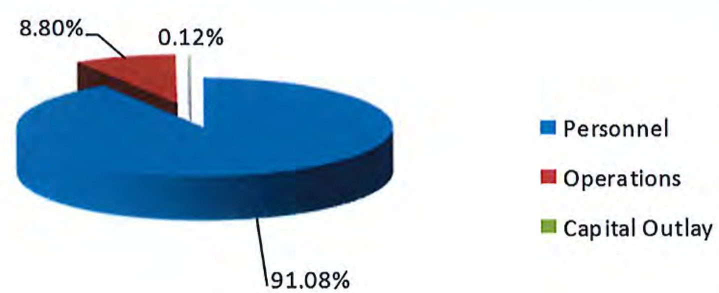
Expenditures by Function

		Adopted FY 18-19		*Adopted FY 19-20*	*Percent Change*
Personnel	$	726,294	$	708,058	-2.51%
Operations		117,034		68,405	-41.55%
Capital Outlay		-		900	100.00%
Total	**$**	**843,328**	**$**	**777,363**	**-7.82%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Department:		*Planning & Development*	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
Org	Object	Object Description								
		PERSONNEL SERVICES								
4900	502000	Salaries	433,143	433,143	526,746	526,746	469,532	503,333	503,333	513,935
4900	505000	FICA Expense	32,135	32,135	40,296	40,296	35,919	38,505	38,505	39,316
4900	506000	Funding for Health Plan	81,985	81,985	93,409	93,409	85,779	96,005	96,005	96,005
4900	507000	Retirement Expense	31,769	31,769	39,506	39,506	37,562	45,048	45,048	52,164
4900	507750	401k Retirement Expense	19,743	19,743	26,337	26,337	23,477	25,167	25,167	25,697
		Subtotal	***598,775***	***598,775***	***726,294***	***726,294***	***652,269***	***708,058***	***708,058***	***727,117***
		OPERATIONS								
4900	503000	Planning & Zoning Board Fees	8,700	8,700	13,320	13,320	10,540	13,320	13,320	13,320
4900	508000	Professional Services	500	500	5,000	5,000	1,000	5,000	5,000	5,000
4900	514000	Travel & Training	9,168	9,168	9,000	9,000	9,000	9,000	9,000	9,000
4900	516000	Outside Maintenance & Repair	133	133	750	750	500	750	750	750
4900	517000	Fleet Maintenance	737	737	1,000	1,000	1,200	1,000	1,000	1,000
4900	518000	Communications	970	970	1,500	1,500	1,500	1,500	1,500	1,500
4900	520000	Printing	77	77	500	500	200	500	500	500
4900	521000	Equipment Rental	-	-	-	-	-	3,500	3,500	3,500
4900	522000	Copier Lease	3,224	3,224	6,000	6,000	4,800	6,000	6,000	6,250
4900	526010	Historic Landmark	-	-	500	500	300	500	500	500
4900	526015	CRS Flood	-	-	3,000	3,000	-	3,000	3,000	3,000
4900	531000	Vehicle Fuel	2,623	2,623	3,300	3,300	3,000	3,300	3,300	3,630
4900	533000	Supplies & Materials	4,499	4,499	6,500	6,500	5,200	6,500	6,500	6,500
4900	545060	Chapter Updates	-	-	50,000	50,000	-	-	-	75,000
4900	545070	Land Use Plan	-	-	-	8,683	8,683	-	-	-
4900	552000	Recordation Fees	78	78	500	500	150	500	500	500
4900	553000	Dues & Subscriptions	1,870	1,870	2,650	2,650	2,000	2,650	2,650	2,650
4900	555000	Workers' Compensation	5,378	5,378	6,613	6,613	6,613	6,853	6,853	6,997
4900	557000	Miscellaneous	84	84	250	250	100	250	250	250
4900	557005	Worksession Expenses	-	-	200	200	100	200	200	200
4900	570000	Lease Payments	12,902	12,902	6,451	6,451	6,451	4,082	4,082	14,287
		Subtotal	***50,943***	***50,943***	***117,034***	***125,717***	***61,337***	***68,405***	***68,405***	***154,334***
		CAPITAL OUTLAY								
4900	575000	C/O Vehicles	-	-	-	-	-	900	900	1,350
4900	575040	Beach Nourishment	-	-	-	-	-	-	-	-
		Subtotal	-	-	-	-	-	***900***	***900***	***1,350***
		TOTAL	**$ 649,718**	**$ 649,718**	**$ 843,328**	**$ 852,011**	**$ 713,606**	**$ 777,363**	**$ 777,363**	**$ 882,801**

Planning Department
Capital Outlay

Planning

Description of Capital Items	Manager's Recommended 2019 - 2020	Adopted 2019 - 2020	Financial Plan 2020 - 2021
New Lease Payments			
1. Replace 2004 Ford F-250 Pickup at $30,000	$ 4,082	$ 4,082	$ -
2. Replace 2007 Chevy Suburban at $45,000	-	-	6,123
Total New Lease Payments	**$ 4,082**	**$ 4,082**	**$ 6,123**
Vehicle			
1. Excise tax on new vehicles	900	900	1,350
Total Vehicle	**$ 900**	**$ 900**	**$ 1,350**

Beach Nourishment Division
Goals & Objectives

Goals

The mission of the Beach Nourishment Division is to repay debt service for construction of the Kill Devil Hills Beach and Flood and Hurricane Protection Works Project and other direct cost of maintaining the project.

Objectives

- Monitor and repay debt in a timely manner.
- Provide ongoing monitoring to track efficacy of the project.
- Protect infrastructure, public property and private property.
- Defend local tourism economy by providing a buffer from threats of storm surge from the Atlantic Ocean.
- Promote rapid recovery from effects of hurricanes, tropical storms and northeasters.
- Mitigate adverse impacts from flooding in those areas within close proximity to the Atlantic Ocean.

Beach Nourishment Division Statistical Data

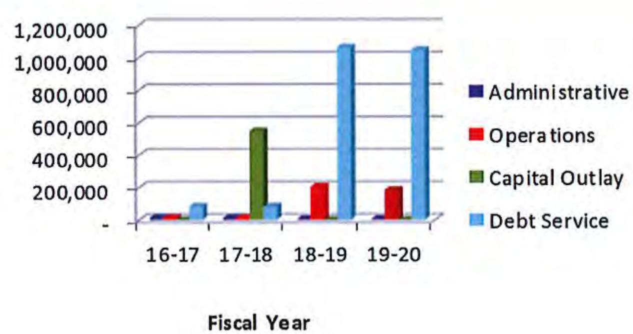
Highlights

- Municipal Service District (MSD) tax revenue, sales tax revenue received resulting from MSD levy, and general fund appropriation will fund the debt payment and other costs associated with the Town's beach nourishment project.
- Cost directly incurred as a result of the MSD such as audit and tax collection fees are included.
- Beach maintenance, surveys, and sprigging to maintain the beach nourishment project.

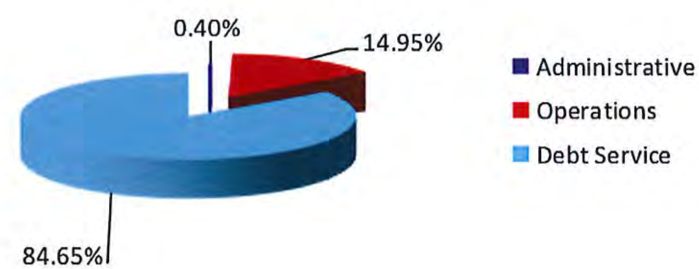
Expenditures by Function

	Adopted FY18-19	Adopted FY19-20	Percent Change
Administrative	$ 5,000	$ 5,000	0.00%
Operations	204,333	185,182	-9.37%
Debt Service	1,065,159	1,048,639	-1.55%
Total	**$ 1,274,492**	**$ 1,238,821**	-2.80%

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Division:		*Beach Nourishment*	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
Org	Object	Object Description								
		ADMINISTRATIVE								
5050	504000	Legal Services	$ 23,401	$ 727	$ 5,000	$ 5,000	$ 1,000	$ 5,000	$ 5,000	$ 5,000
		Subtotal	***23,401***	***727***	***5,000***	***5,000***	***1,000***	***5,000***	***5,000***	***5,000***
		OPERATIONS								
5050	508500	Tax Collection Fee	7,910	7,595	7,583	7,583	7,583	8,432	8,432	8,432
5050	509000	Audit	-	1,750	1,750	1,750	1,750	1,750	1,750	1,750
5050	526000	Advertising	4,289	-	-	-	-	-	-	-
5050	545040	Annual Beach Nourishment Maintenance	-	18,921	195,000	216,180	57,000	175,000	175,000	175,000
		Subtotal	***12,199***	***28,266***	***204,333***	***225,513***	***66,333***	***185,182***	***185,182***	***185,182***
		CAPITAL OUTLAY								
5050	573021	C/O Beach Nourishment Capital Reserve	-	550,000	-	-	-	-	-	-
		Subtotal	-	***550,000***	-	-	-	-	-	-
		DEBT SERVICE								
5050	581000	Beach Nourishment Debt Payment	83,750	1,081,680	1,065,159	1,065,159	1,065,159	1,048,639	1,048,639	1,032,119
		Subtotal	***83,750***	***1,081,680***	***1,065,159***	***1,065,159***	***1,065,159***	***1,048,639***	***1,048,639***	***1,032,119***
		TOTAL	**$ 119,350**	**$ 1,660,673**	**$ 1,274,492**	**$ 1,295,672**	**$ 1,132,492**	**$ 1,238,821**	**$ 1,238,821**	**$ 1,222,301**

Police Department & Animal Control Division
Overview & Staffing

The Kill Devil Hills Police Department includes the Patrol Division, Criminal Investigation Division and Records Division. The department is responsible for protecting the lives and property of citizens through a varied program of law enforcement including detection and prevention of crime. The department works closely with residents to conduct community-oriented policing activities.

The Animal Control Division is responsible for enforcing the Town's animal control ordinances and maintains an animal shelter to house and care for animals that have been collected. The division also assists the public with the adoption of animals that make suitable pets.

Staffing

Position	Grade	Existing Positions	Recommended Positions	Adopted Positions
Police:				
Police Chief	23	1	1	1
Assistant Police Chief	19	1	1	1
Police Captain	17	1	1	1
Police Lieutenant	15	2	2	2
Police Sergeant	14	4	4	4
Police Investigator	12	4	4	4
Community Police Officer	12	1	1	1
Police Officer	11	15	15	15
Police Systems Administrator	15	1	1	1
Senior Police Records Clerk	7	1	1	1
Police Records Clerk	6	1	1	1
Office Assistant	5	1	1	1
Total		***33***	***33***	***33***

Continued on next page

Police Department & Animal Control Division Overview & Staffing (con't)

Position	Grade	Existing Positions	Recommended Positions	Adopted Positions
Animal Control:				
Senior Animal Control Officer	8	1	1	1
Animal Control Officer	7	1	1	1
Total		*2*	*2*	*2*

Police Department
Goals & Objectives

Goals

To provide a safe and secure environment for the citizens and visitors of Kill Devil Hills.

Objectives

- To enlist the cooperation of the residents of Kill Devil Hills in identifying and responding to the law enforcement needs of the community by employing a comprehensive Community Oriented Policing Program.

- To develop new and innovative methods to respond to the community's quality of life issues with emphasis on utilizing non-traditional approaches to problem solving.

- To provide the employees of the department with the educational support necessary to enhance the level of service they can provide on a cooperative and individual basis to the community and reduce the Town's exposure to liability.

- To research, develop and implement various types of tactics and technologies to enhance the efficiency of the individual employees of the Police Department and the Police Department as a whole.

- To reduce the incidence of crime, maintain order and enforce the law impartially, while working with the community to improve visitors' and citizens' beach - going experience.

Police Department
Statistical Data

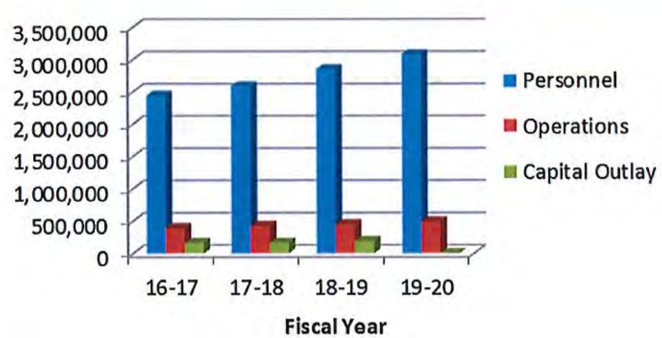
Highlights

- Mandatory funding of law enforcement separation allowance for three retired police officers.
- Training adopted for specific incidents as well as maintenance of current certifications and required career development.
- Purchase of 5 police vehicles.
- Replacement of firearms.

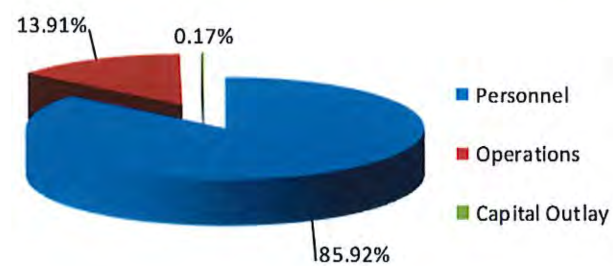
Expenditures by Function

	Adopted FY18-19	Adopted FY19-20	Percent Change
Personnel	$ 2,899,230	$ 3,088,167	6.52%
Operations	474,538	499,946	5.35%
Capital Outlay	5,550	6,240	12.43%
Total	**$ 3,379,318**	**$ 3,594,353**	**6.36%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Department: *Police*			Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
Org	Object	Object Description								
		PERSONNEL SERVICES								
5100	502000	Salaries	$ 1,703,883	$ 1,814,862	$ 2,006,115	$ 2,006,115	$ 2,006,115	$ 2,084,643	$ 2,084,643	$ 2,141,102
5100	505000	FICA Expense	128,342	136,010	153,468	153,468	153,468	159,475	159,475	163,794
5100	506000	Funding for Health Plan	361,780	376,866	433,461	433,461	392,480	497,798	497,798	497,798
5100	507000	Retirement Expense	135,294	148,668	150,997	150,997	150,997	187,136	187,136	217,896
5100	507500	401k Retirement Expense - Law Officers	82,418	87,868	91,462	91,462	91,462	94,929	94,929	97,413
5100	507750	401k Retirement Expense	1,665	1,726	8,844	8,844	8,844	9,303	9,303	9,642
5100	507800	Separation Allowance	36,454	28,252	54,883	54,883	54,883	54,883	54,883	54,883
		Subtotal	***2,449,836***	***2,594,252***	***2,899,230***	***2,899,230***	***2,858,249***	***3,088,167***	***3,088,167***	***3,182,528***
		OPERATIONS								
5100	508000	Professional Services	-	30	2,500	2,500	100	2,500	2,500	2,500
5100	514000	Travel & Training	15,709	20,904	17,000	17,000	17,000	17,000	17,000	17,000
5100	514500	Firing Range	1,000	2,600	2,600	2,600	2,600	2,600	2,600	2,600
5100	516000	Outside Maintenance & Repair	4,755	7,221	9,494	9,494	8,500	9,494	9,494	9,494
5100	517000	Fleet Maintenance	14,600	13,058	15,000	15,000	14,500	15,000	15,000	15,000
5100	518000	Communications	26,188	27,092	25,113	25,113	25,113	26,113	26,113	26,113
5100	518500	OSSI Communication line	-	-	5,573	5,573	-	5,573	5,573	5,573
5100	519000	Maintenance Contract	-	713	-	-	-	-	-	-
5100	520000	Printing	-	238	500	500	400	500	500	500
5100	522000	Copier Lease	5,345	5,085	6,970	6,970	6,970	6,970	6,970	6,970
5100	531000	Vehicle Fuel	39,474	42,914	46,500	46,500	46,500	50,000	50,000	55,000
5100	533000	Supplies & Materials	54,789	28,608	32,798	34,267	31,500	35,798	35,798	35,798
5100	533003	Supplies & Materials - Drug	-	5,680	-	5,100	5,100	-	-	-
5100	533004	Supplies & Materials - Radar	9,463	11,737	12,500	-	-	12,500	12,500	12,500
5100	533005	Supplies & Materials - Criminal	1,406	1,404	1,500	1,500	1,200	1,500	1,500	1,500
5100	533008	Supplies & Materials - In-Car Cameras	18,450	23,063	22,500	22,500	22,000	22,500	22,500	22,500
5100	533017	Supplies & Materials - In Car Radios	-	-	13,230	25,730	24,360	13,230	13,230	13,230
5100	536000	Uniforms	17,563	14,353	17,500	19,949	15,000	20,000	20,000	20,000
5100	537000	Crime Prevention	1,250	1,612	2,000	2,700	1,130	2,000	2,000	2,000

Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Department: *Police*

Org	Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
5100	538000	Controlled Substances	$ -	$ -	$ 2,000	$ 2,000	$ 1,000	$ 2,000	$ 2,000	$ 2,000
5100	545000	Contracted Services	396	396	396	396	396	396	396	396
5100	553000	Dues & Subscriptions	445	307	1,640	1,640	680	1,640	1,640	1,640
5100	555000	Workers' Compensation	45,941	47,253	38,025	38,025	34,534	41,934	41,934	42,993
5100	557000	Miscellaneous	-	-	1,000	1,000	200	1,000	1,000	1,000
5100	570000	Lease Payments	144,222	180,013	198,199	198,199	197,064	209,698	209,698	226,138
		Subtotal	***400,996***	***434,281***	***474,538***	***484,256***	***455,847***	***499,946***	***499,946***	***522,445***
		CAPITAL OUTLAY								
5100	574000	C/O Machinery & Equipment	-	11,676	-	5,180	5,180	-	-	-
5100	575000	C/O Vehicles	169,262	215,121	5,550	189,441	189,441	6,240	6,240	6,240
5100	579000	C/O Animals	-	8,693	-	-	-	-	-	-
		Subtotal	***169,262***	***235,490***	***5,550***	***194,621***	***194,621***	***6,240***	***6,240***	***6,240***
		TOTAL	**$ 3,020,094**	**$ 3,264,023**	**$ 3,379,318**	**$ 3,578,107**	**$ 3,508,717**	**$ 3,594,353**	**$ 3,594,353**	**$ 3,711,213**

Police Department
Capital Outlay

Police

Description of Capital Items	Manager's Recommended 2019 - 2020	Adopted 2019 - 2020	Financial Plan 2020 - 2021
New Lease Payments			
1. 5 Vehicles at a cost of $41,600 each, totaling $208,000	28,302	28,302	28,302
2. Firearms replacement at $20,000	2,721	2,721	-
3. Utility Vehicle at $18,000	-	-	2,449
Total Lease Payments	**$ 31,023**	**$ 31,023**	**$ 30,751**
Vehicle			
1. Excise tax on new vehicles	6,240	6,240	6,240
Total Vehicle	**$ 6,240**	**$ 6,240**	**$ 6,240**

Animal Control Division
Goals & Objectives

Goals

To provide a safe and pleasant community environment for the residents and visitors of Kill Devil Hills where families and their pets can live together in a complementary and balanced manner.

Objectives

- To reduce animal control violations through strengthened enforcement of the Town Code, education of our citizens and visitors on ordinances related to animal control issues, and enhanced communication.

- To minimize euthanasia of domestic pet animals by providing our citizens with opportunities for pet adoption through the Kill Devil Hills Animal Control Shelter.

- To provide our citizens, visitors and their pets more opportunities to enjoy our unique environment by supplying pet waste clean-up stations that help minimize nuisance problems associated with animal feces, such as surface water pollution and other threats to human health and welfare.

Animal Control Division
Statistical Data

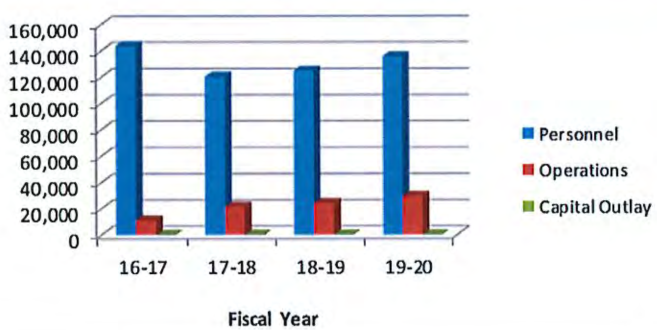
Highlights

- Maintaining current level of service.

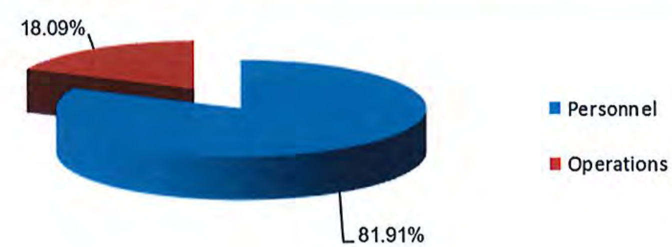
Expenditures by Function

		Adopted FY 18-19		*Adopted FY 19-20*	*Percent Change*
Personnel	$	125,526	$	134,990	7.54%
Operations		30,340		29,808	-1.75%
Capital Outlay		-		-	0.00%
Total	**$**	**155,866**	**$**	**164,798**	**5.73%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Org	Object	Division: *Animal Control* Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
		PERSONNEL SERVICES								
5150	502000	Salaries	$ 104,450	$ 88,549	$ 90,649	$ 90,649	$ 90,649	$ 95,820	$ 95,820	$ 99,447
5150	505000	FICA Expense	7,838	6,747	6,935	6,935	6,935	7,330	7,330	7,608
5150	506000	Funding for Health Plan	19,383	14,520	16,611	16,611	16,611	18,473	18,473	18,473
5150	507000	Retirement Expense	7,668	6,707	6,799	6,799	6,799	8,576	8,576	10,094
5150	507750	401k Retirement Expense	4,377	4,069	4,532	4,532	4,532	4,791	4,791	4,972
		Subtotal	*143,716*	*120,592*	*125,526*	*125,526*	*125,526*	*134,990*	*134,990*	*140,594*
		OPERATIONS								
5150	508000	Professional Services	-	80	300	300	100	300	300	300
5150	514000	Travel & Training	20	-	400	400	200	400	400	400
5150	516000	Outside Maintenance & Repair	38	90	300	300	100	300	300	300
5150	517000	Fleet Maintenance	735	311	1,500	1,500	1,000	1,500	1,500	1,500
5150	518000	Communications	480	480	500	500	500	500	500	500
5150	520000	Printing	-	-	300	300	200	300	300	300
5150	531000	Vehicle Fuel	3,211	2,428	3,850	3,850	3,200	3,850	3,850	4,235
5150	533000	Supplies & Materials	617	1,988	3,300	3,300	2,500	2,600	2,600	2,600
5150	536000	Uniforms	192	1,049	500	500	500	500	500	500
5150	536001	Uniform Cleaning Allowance	565	576	600	600	576	600	600	600
5150	555000	Worker's Compensation	1,018	1,312	1,138	1,138	992	1,306	1,306	1,355
5150	570000	Lease Payments	4,300	13,122	17,652	17,652	17,644	17,652	17,652	13,348
		Subtotal	*11,176*	*21,436*	*30,340*	*30,340*	*27,512*	*29,808*	*29,808*	*25,938*
		CAPITAL OUTLAY								
5150	575000	C/O Vehicles	34,328	35,548	-	-	-	-	-	-
		Subtotal	*34,328*	*35,548*	-	-	-	-	-	-
		TOTAL	$ 189,220	$ 177,576	$ 155,866	$ 155,866	$ 153,038	$ 164,798	$ 164,798	$ 166,532

Fire Department & Ocean Rescue Division
Overview & Staffing

The Kill Devil Hills Fire Department protects the lives and property of citizens and visitors from fire damage and injury. The career firefighters, volunteer firefighters and volunteer support personnel are responsible for fire prevention, suppression, investigations, emergency medical assistance, disaster control, hazardous material responses and rescue.

The Town provides ocean rescue services. One Ocean Rescue Supervisor and an Assistant Ocean Rescue Supervisor (1/2) are employed year-round; 25 group leaders and lifeguards provide daily seasonal Ocean Rescue services at 21 stationary stands throughout Town.

Staffing

Position	Grade	Existing Positions	Recommended Positions	Adopted Positions
Fire Station 14:				
Fire Chief	23	1	1	1
Assistant Fire Chief	19	1	1	1
Fire Captain	15	3	3	3
Fire Marshal	15	1	1	1
Fire Sergeant	13	3	3	3
Fire Engineer	11	10½	10½	10½
Administrative Specialist	8	1	1	1
Total		20 ½	20 ½	20 ½

Continued on next page

Fire Department & Ocean Rescue Division Overview & Staffing (continued)

Position	Grade	Existing Positions	Recommended Positions	Adopted Positions
Ocean Rescue:				
Ocean Rescue Supervisor	15	1	1	1
Assistant Ocean Rescue Supervisor/Fire Engineer	11	½	½	½
Group Leaders (seasonal)		4	5	5
Lifeguards (seasonal)		21	21	21
Total		26½	27½	27½

Fire Department
Goals & Objectives

Goals

To minimize the risks of fire and other hazards to the citizens and visitors of Kill Devil Hills by educating the public on safety issues, prompt response to emergency situations and providing mitigation of emergency situations through highly trained and well-equipped personnel in a caring, courteous and professional manner.

Objectives

- To put required minimum manpower on emergency scenes in a timely manner.

- To provide sufficient training opportunities to enable personnel to maintain certifications and skills required of firefighters and to comply with certification requirements established by NC Department of Insurance and NC State Firemen's Association.

- To provide fire inspections within the Town of Kill Devil Hills.

- To maintain apparatus and equipment in good operating condition and ensure compliance with required safety standards.

- To present fire and life safety educational programs to the public.

Fire Station 14
Statistical Data

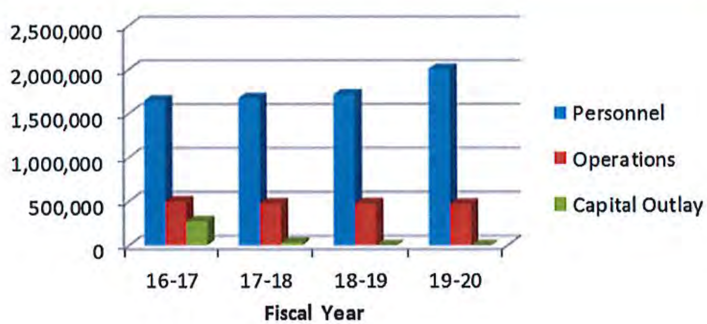
Highlights

- Training to maintain required certifications and career development of staff.
- Funds are included for health and fitness screening for both volunteer and career firefighters.
- Increase in cellular communication via Firstnet broadband.
- Request for staffing 7 additional firefighters is not adopted.

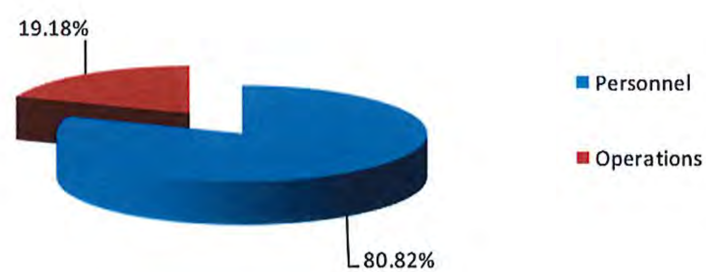
Expenditures by Function

	Adopted FY18-19	*Adopted FY19-20*	*Percent Change*
Personnel	$ 1,843,961	$ 1,999,706	8.45%
Operations	490,799	474,481	-3.32%
Total	**$ 2,334,760**	**$ 2,474,187**	**5.97%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Department: *Fire Station 14*			Actual Expenditures	Actual Expenditures	Original Budget	Revised Budget	Estimated Actuals	Manager's Recommended	Adopted Budget	Financial Plan
Org	Object	Object Description	2016 - 17	2017 - 18	2018 - 19	2018 - 19	2018 - 19	2019 - 20	2019 - 20	2020 - 21
		PERSONNEL SERVICES								
		Additional Positions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5300	502000	Salaries	1,167,632	1,169,570	1,284,899	1,284,599	1,254,599	1,356,723	1,356,723	1,425,050
5300	502010	Volunteer Incentive Program	9,590	12,330	17,000	17,300	17,300	17,000	17,000	17,000
5300	505000	FICA Expense	87,106	87,147	99,595	99,595	95,977	105,090	105,090	110,317
5300	506000	Funding for Health Plan	241,121	261,536	281,855	281,855	295,000	331,630	331,630	331,630
5300	507000	Retirement Expense	85,640	88,589	96,367	96,367	94,095	121,427	121,427	144,643
5300	507750	401k Retirement Expense	56,148	56,168	64,245	64,245	62,730	67,836	67,836	71,252
		Subtotal	***1,647,237***	***1,675,340***	***1,843,961***	***1,843,961***	***1,819,701***	***1,999,706***	***1,999,706***	***2,099,892***
		OPERATIONS								
		Additional Positions	-	-	-	-	-	-	-	-
5300	508000	Professional Services	9,703	8,807	15,000	15,000	12,500	15,000	15,000	15,000
5300	514000	Travel & Training	13,539	15,139	18,000	18,000	17,500	18,000	18,000	18,000
5300	516000	Outside Maintenance & Repair	13,291	14,588	27,500	28,200	14,000	27,500	27,500	27,500
5300	517000	Fleet Maintenance	11,112	12,606	12,500	12,500	11,500	12,500	12,500	12,500
5300	518000	Communications	3,751	5,448	5,500	5,500	5,500	6,650	6,650	6,650
5300	520000	Printing	-	250	500	500	300	500	500	500
5300	522000	Copier Lease	2,679	2,995	3,520	3,520	3,000	3,600	3,600	3,600
5300	531000	Vehicle Fuel	11,292	12,227	13,000	13,000	13,000	14,000	14,000	15,400
5300	533000	Supplies & Materials	51,603	34,629	35,000	35,000	34,800	35,000	35,000	35,000
5300	533018	USDHS Fire Grant	-	-	-	29,604	-	-	-	-
5300	533050	SCBA Equipment	-	4,045	5,000	5,000	4,980	5,000	5,000	5,000
5300	536000	Uniforms	24,674	27,739	27,500	27,500	27,000	31,500	31,500	31,500
5300	553000	Dues & Subscriptions	4,297	4,369	4,500	4,500	4,200	4,500	4,500	4,500
5300	555000	Workers' Compensation	36,555	39,095	29,976	29,976	27,696	33,039	33,039	34,668
5300	556000	Firemen's Pension	4,510	4,530	7,700	7,700	4,250	7,700	7,700	7,700
5300	570000	Lease Payments	312,916	291,732	285,603	285,603	285,603	259,992	259,992	247,697
		Subtotal	***499,922***	***478,199***	***490,799***	***521,103***	***465,829***	***474,481***	***474,481***	***465,215***
		CAPITAL OUTLAY								
5300	574000	C/O Machinery & Equipment	29,782	29,060	-	-	5,950	-	-	-
5300	575000	C/O Vehicles	241,572	-	-	-	-	-	-	-
		Subtotal	***271,354***	***29,060***	-	-	***5,950***	-	-	-
		TOTAL	**$ 2,418,513**	**$ 2,182,599**	**$ 2,334,760**	**$ 2,365,064**	**$ 2,291,480**	**$ 2,474,187**	**$ 2,474,187**	**$ 2,565,107**

Ocean Rescue Division
Goals & Objectives

Goals

To provide effective and efficient ocean rescue service to the citizens and visitors in Kill Devil Hills, and to educate them on the hazards associated with the beach and ocean environments.

Objectives

- Recruit highly qualified candidates for seasonal ocean lifeguard duties.
- Provide training and equipment consistent with standards promulgated by the United States Lifesaving Association for Open Water Lifesaving.
- Maintain operational procedures designed to maximize effectiveness and efficiency.
- Promote beach and water safety through informational programs and interaction between Division staff and the public on the beach.

Ocean Rescue Division
Statistical Data

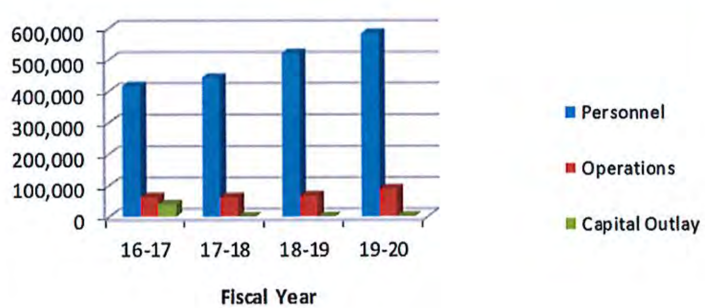
Highlights

- Funding is adopted to maintain the present service level of 21 stands.
- One additional group leader position.

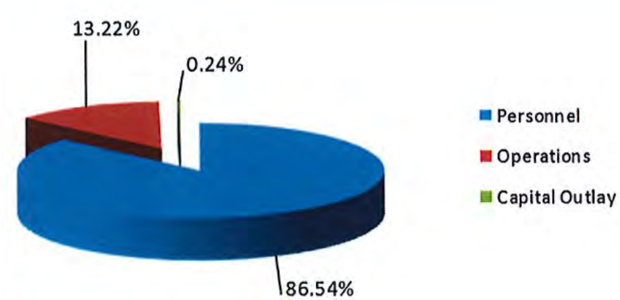
Expenditures by Function

		Adopted FY18-19		*Adopted FY19-20*	*Percent Change*
Personnel	$	533,238	$	584,047	9.53%
Operations		71,087		89,233	25.53%
Capital Outlay		-		1,620	100.00%
Total	**$**	**604,325**	**$**	**674,900**	**11.68%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Division:		*Ocean Rescue*	Actual	Actual	Original	Revised	Estimated	Manager's	Adopted	Financial
			Expenditures	Expenditures	Budget	Budget	Actuals	Recommended	Budget	Plan
Org	Object	Object Description	2016 - 17	2017 - 18	2018 - 19	2018 - 19	2018 - 19	2019 - 20	2019 - 20	2020 - 21
		PERSONNEL SERVICES								
		Additional Positions Request	$ -	$ -	$ -	$ -	$ -	$ 24,087	$ 24,087	$ 24,088
5400	502000	Salaries	368,011	392,055	472,694	472,694	462,700	494,219	494,219	512,374
5400	505000	FICA Expense	28,149	29,988	36,161	36,161	35,397	37,808	37,808	39,197
5400	506000	Funding for Health Plan	10,969	10,972	12,578	12,578	11,643	13,974	13,974	13,974
5400	507000	Retirement Expense	6,435	6,799	7,083	7,083	7,083	8,956	8,956	10,508
5400	507750	401k Retirement Expense	3,116	3,179	4,722	4,722	4,722	5,003	5,003	5,176
		Subtotal	***416,680***	***442,993***	***533,238***	***533,238***	***521,545***	***584,047***	***584,047***	***605,317***
		OPERATIONS								
		Additional Positions Request	-	-	-	-	-	4,700	4,700	1,700
5400	508000	Professional Services	1,700	1,550	3,000	3,000	2,850	3,000	3,000	3,000
5400	514000	Travel & Training	1,680	157	2,500	2,500	500	2,500	2,500	2,500
5400	516000	Outside Maintenance & Repair	6,284	5,142	5,500	5,500	5,500	5,500	5,500	5,500
5400	517000	Fleet Maintenance	1,477	2,702	2,500	2,500	2,500	2,500	2,500	2,500
5400	518000	Communications	-	-	250	250	250	250	250	250
5400	520000	Printing	803	612	800	800	600	800	800	800
5400	521000	Equipment Rental	6,800	6,827	6,800	6,800	6,800	6,800	6,800	6,800
5400	522000	Copier Lease	152	126	300	300	260	500	500	500
5400	531000	Vehicle Fuel	3,361	3,466	3,750	3,750	3,750	4,000	4,000	4,400
5400	533000	Supplies & Materials	15,307	13,793	15,000	15,000	15,000	15,000	15,000	20,000
5400	536000	Uniforms	8,653	10,364	12,000	12,000	11,000	12,500	12,500	12,500
5400	553000	Dues & Subscriptions	60	30	360	360	60	360	360	360
5400	555000	Workers' Compensation	6,943	7,889	8,145	8,145	7,801	9,884	9,884	10,247
5400	570000	Lease Payments	10,182	10,182	10,182	10,182	10,182	20,939	20,939	14,696
		Subtotal	***63,402***	***62,840***	***71,087***	***71,087***	***67,053***	***89,233***	***89,233***	***85,753***
		CAPITAL OUTLAY								
5400	575000	C/O Vehicles	39,738	-	-	-	-	1,620	1,620	1,620
		Subtotal	***39,738***	-	-	-	-	***1,620***	***1,620***	***1,620***
		TOTAL	$ 519,820	$ 505,833	$ 604,325	$ 604,325	$ 588,598	$ 674,900	$ 674,900	$ 692,690

Public Services Department
Overview & Staffing

The Public Services Department for the Town of Kill Devil Hills is responsible for the construction, repair and maintenance of Town streets and storm water management as well as solid waste collection and disposal. The department also operates a drop-off recycling center.

Staffing Position	Grade	Existing Positions	Recommended Positions	Adopted Positions
Streets Division:				
Public Services Director	23	¼	¼	¼
Assistant Public Services Director	19	¼	¼	¼
Street and Stormwater Mgt. Supervisor	12	1	1	1
Construction Inspector / Utility Locator	11	¾	¾	¾
Equipment Operator	7	3	3	3
Facility Maintenance Specialist	5	½	½	½
Total		***5 3/4***	***5 3/4***	***5 3/4***
Solid Waste Division:				
Public Services Director	23	¼	¼	¼
Assistant Public Services Director	19	¼	¼	¼
Solid Waste Management Supervisor	12	1	1	1
Sanitation Team Leader	8	1	1	1
Sanitation Equipment Operator	7	6	7	7
Recycling Specialist	5	1	1	1
Facility Maintenance Specialist	5	¼	¼	¼
Maintenance Worker	3	1	1	1
Total		***10 3/4***	***11 3/4***	***11 3/4***

Streets Division
Goals & Objectives

Goals

To oversee and coordinate the current year street and drainage improvements projects as approved by the Board of Commissioners in an efficient manner that assures our citizens and visitors of a safe and pleasing project. To continue to provide streets and ditch maintenance in a timely and capable manner in accordance with scheduling needs and demands of our citizens.

Objectives

- To enhance the effectiveness of the stormwater management systems within the Town of Kill Devil Hills through continued ditch and culvert cleaning and maintenance, as well as implementation of improvements and additions to that system.

- Continue maintenance of Town owned rights-of-way through mowing, trimming and debris clearance.

- To respond to the needs of our citizens ensuring safe vehicular passage on Town streets through prompt and efficient street repair.

Streets Division Statistical Data

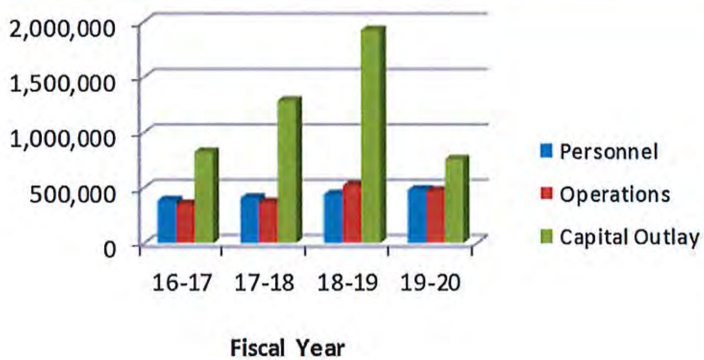
Highlights

- Sidewalk capital reserve funding is adopted in the amount $100,000.
- Street capital reserve fund is adopted in the amount $639,000 for 2019-20 Street projects. This coupled with Powell Bill of $218,000 will accomplish $857,000 of necessary street improvements.
- Refurbishment of the asphalt maintainer is adopted.

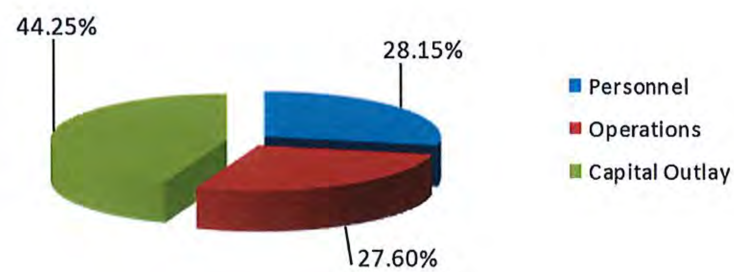
Expenditures by Function

	Adopted FY 18-19	Adopted FY 19-20	Percent Change
Personnel	$ 414,170	$ 482,985	16.62%
Operations	475,774	473,532	-0.47%
Capital Outlay	934,100	759,000	-18.75%
Total	**$ 1,824,044**	**$ 1,715,517**	**-5.95%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Division:	*Streets*		Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
Org	Object	Object Description								
		PERSONNEL SERVICES								
		New Position	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 69,725
5600	502000	Salaries	269,239	285,916	278,255	278,255	298,641	320,185	320,185	326,985
5600	505000	FICA Expense	19,693	20,872	21,286	21,286	22,846	24,494	24,494	25,014
5600	506000	Funding for Health Plan	67,734	68,232	79,847	79,847	84,422	93,640	93,640	93,640
5600	507000	Retirement Expense	19,748	21,658	20,869	20,869	22,398	28,657	28,657	33,189
5600	507750	401k Retirement Expense	12,703	13,617	13,913	13,913	14,932	16,009	16,009	16,349
		Subtotal	***389,117***	***410,295***	***414,170***	***414,170***	***443,239***	***482,985***	***482,985***	***564,902***
		OPERATIONS								
		Restore Vacant Positions	-	-	-	-	-	-	-	1,000
5600	508000	Professional Service	80	800	2,000	2,000	800	2,000	2,000	2,000
5600	513000	Utilities	103,515	103,956	109,000	109,000	107,000	109,000	109,000	109,000
5600	514000	Travel & Training	24	521	1,500	1,500	500	1,500	1,500	1,500
5600	515070	M & R - Street Maintenance	75,486	50,046	90,000	90,000	52,000	90,000	90,000	90,000
5601	515080	M & R - Sidewalks	-	-	30,000	85,000	75,000	30,000	30,000	30,000
5600	516000	Outside Maintenance & Repair	5,840	4,892	8,000	8,000	58,000	8,000	8,000	8,000
5600	517000	Fleet Maintenance	20,470	16,916	15,000	15,000	15,000	15,000	15,000	15,000
5600	518000	Communications	1,765	1,887	1,500	1,500	2,000	2,300	2,300	2,300
5600	520000	Printing	-	-	200	200	100	200	200	200
5600	521000	Equipment Rental	-	-	1,500	1,500	3,800	1,500	1,500	1,500
5600	522000	Copier lease	460	383	600	600	400	600	600	600
5600	531000	Vehicle Fuel	12,819	11,693	15,400	15,400	13,500	16,000	16,000	17,600
5600	533000	Supplies & Materials	19,795	13,220	14,500	14,500	16,500	14,500	14,500	14,500
5600	536000	Uniforms	2,015	2,879	2,920	2,920	2,920	3,200	3,200	3,200
5600	545000	Contracted Services	6,590	9,800	12,500	12,500	12,250	13,250	13,250	13,250
5600	553000	Dues & Subscriptions	225	-	100	100	100	100	100	100
5600	555000	Workers' Compensation	9,800	11,465	8,069	8,069	7,803	10,560	10,560	10,824
5600	557000	Miscellaneous	-	-	-	-	-	-	-	-
5600	570000	Lease Payments	95,852	142,599	162,985	162,985	154,585	155,822	155,822	136,856
		Subtotal	***354,736***	***371,057***	***475,774***	***530,774***	***522,258***	***473,532***	***473,532***	***457,430***

Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Org	Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
Division:		*Streets*								
		CAPITAL OUTLAY								
5600	574000	C/O Machinery & Equipment	$ 324,685	$ 28,710	$ -	$ 117,578	$ 109,514	$ 20,000	$ 20,000	$ -
5600	575000	C/O Vehicles	6,129	42,030	4,100	60,435	60,435	-	-	1,050
5600	577010	C/O Street Construction Capital Reserve	397,981	408,325	775,000	1,242,622	1,223,954	639,000	639,000	536,000
5600	577005	C/O Multi-Use Path	-	-	55,000	-	-	-	-	95,000
5600	577015	C/O Sidewalk construction	96,218	-	-	-	-	-	-	-
5600	577030	C/O Sidewalk Reserve	-	808,323	100,000	531,180	531,180	100,000	100,000	100,000
		Subtotal	*825,013*	*1,287,388*	*934,100*	*1,951,815*	*1,925,083*	*759,000*	*759,000*	*732,050*
		TOTAL	**$ 1,568,866**	**$ 2,068,740**	**$ 1,824,044**	**$ 2,896,759**	**$ 2,890,580**	**$ 1,715,517**	**$ 1,715,517**	**$ 1,754,382**

Streets Division
Capital Outlay

Streets Division

Description of Capital Items	Manager's Recommended 2019 - 2020	Adopted 2019 - 2020	Financial Plan 2020 - 2021
Capital Reserves			
1. Street improvement recommendations & engineering services	$ 639,000	$ 639,000	$ 536,000
2. Sidewalk Reserve per CIP	100,000	100,000	100,000
Total Capital Reserves	**$ 739,000**	**$ 739,000**	**$ 636,000**
Machinery & Equipment			
1. Refurbish Leeboy Asphalt maintainer	$ 20,000	$ 20,000	$ -
Total Machinery & Equipment	**$ 20,000**	**$ 20,000**	**$ -**
Multi-Use Path			
1. Repair Multi-Use Path	$ -	$ -	$ 95,000
Total Multi-Use Path	**$ -**	**$ -**	**$ 95,000**
New Lease Payments			
1. Replace 2007 Volvo Dump Truck #340 at $125,000	$ -	$ -	$ 17,008
2. Replace 2003 Ford F-250 Pickup #332 at $35,000	-	-	4,762
3. John Deere Mid-Sized Skid Steer Loader at $65,000	-	-	8,845
Total New Lease Payments	**$ -**	**$ -**	**$ 30,615**
Vehicle			
1. Excise tax on new vehicle	$ -	$ -	$ 1,050
Total Vehicle	**$ -**	**$ -**	**$ 1,050**

Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Org	Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
Division:		*Powell Bill*								
		OPERATIONS								
5700	508000	Professional Services	$ 880	$ 675	$ 2,000	$ 2,000	$ 1,500	$ 2,000	$ 2,000	$ 2,000
5700	533000	Supplies & Materials	11,754	18,745	20,000	20,000	19,500	20,000	20,000	20,000
		Subtotal	*12,634*	*19,420*	*22,000*	*22,000*	*21,000*	*22,000*	*22,000*	*22,000*
		CAPITAL OUTLAY								
5700	577000	C/O Street Construction Powell Bill	218,000	218,000	218,000	218,000	218,000	218,000	218,000	218,000
		Subtotal	*218,000*	*218,000*	*218,000*	*218,000*	*218,000*	*218,000*	*218,000*	*218,000*
		TOTAL	$ 230,634	$ 237,420	$ 240,000	$ 240,000	$ 239,000	$ 240,000	$ 240,000	$ 240,000

Solid Waste Division
Goals & Objectives

Goals

To meet the refuse collection and disposal needs of the Town of Kill Devil Hills through the efficient collection and disposal of residential and commercial solid waste including recyclables and bulk waste collections through cost effective, fiscally responsible and environmentally conscientious means.

Objectives

- Continue to search for and use operationally and fiscally efficient methods of waste reduction and solid waste collections and disposal.

- Enhance the Town's recycling program through continued improvements to the facilities at the Recycle Center and additional public education.

- Continue making improvements to the Dry Trash Drop-off Area facilities and procedures in order to help increase the efficiency of this operation and to fully utilize the available facilities.

- Increase the effectiveness of the solid waste collection vehicle fleet through the continued development and management of preventive maintenance and vehicle upgrade.

Solid Waste Division
Statistical Data

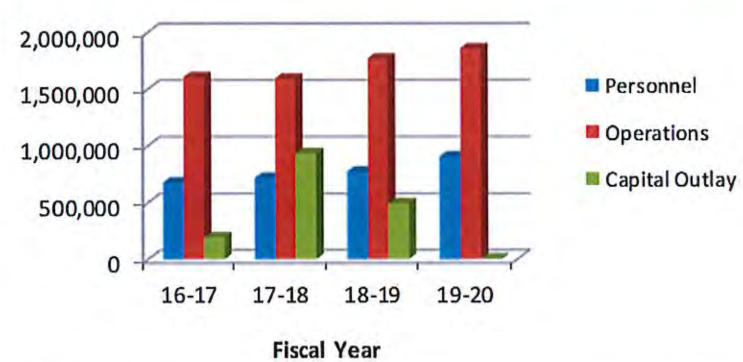
Highlights

- Additional Sanitation Equipment Operator position is adopted
- Tipping fees include an estimated 10,857 tons of garbage at $77.00 per ton and an estimated 1,026 tons of Construction and Demolition at $67.25 per ton.
- Budget includes general price increases for roll off dumpsters and contracted tub grinding services.
- Budget includes replacement of a commercial garbage truck.
- Budget includes replacement of two residential garbage trucks.

Expenditures by Function

		Adopted FY18-19		*Adopted FY19-20*	*Percent Change*
Personnel	$	763,084	$	908,643	19.08%
Operations		1,793,217		1,861,304	3.80%
Capital Outlay		4,000		6,000	50.00%
Total	**$**	**2,560,301**	**$**	**2,775,947**	**8.42%**

Expenditure History



Adopted Budget Fiscal Year 2019-20

Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Division:	*Solid Waste*		Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
Org	Object	Object Description								
		PERSONNEL SERVICES								
		Additional Position	$ -	$ -	$ -	$ -	$ -	$ 76,456	$ 76,456	$ 76,456
5800	502000	Salaries	468,726	496,728	527,180	527,180	527,180	556,323	556,323	571,137
5800	505000	FICA Expense	34,248	36,320	40,329	40,329	40,329	42,559	42,559	43,692
5800	506000	Funding for Health Plan	119,549	121,879	129,677	129,677	142,200	155,698	155,698	155,698
5800	507000	Retirement Expense	34,381	37,626	39,539	39,539	39,539	49,791	49,791	57,970
5800	507750	401k Retirement Expense	21,942	24,819	26,359	26,359	26,359	27,816	27,816	28,557
		Subtotal	***678,846***	***717,372***	***763,084***	***763,084***	***775,607***	***908,643***	***908,643***	***933,510***
		OPERATIONS								
		Additional Position	-	-	-	-	-	1,000	1,000	1,000
5800	508000	Professional Services	-	-	480	480	200	480	480	480
5800	514000	Travel & Training	-	-	400	400	400	400	400	400
5800	516000	Outside Maintenance & Repair	46,628	24,107	40,000	26,242	26,000	40,000	40,000	40,000
5800	517000	Fleet Maintenance	76,498	87,060	85,000	85,000	85,000	85,000	85,000	85,000
5800	518000	Communications	2,677	2,782	2,800	2,800	2,800	2,800	2,800	2,800
5800	520000	Printing	282	560	600	600	533	600	600	600
5800	522000	Copier Lease	460	383	600	600	550	600	600	600
5800	531000	Vehicle Fuel	57,760	61,209	62,000	62,000	62,000	68,000	68,000	74,800
5800	533000	Supplies & Materials	19,560	21,651	12,500	10,195	10,195	12,500	12,500	12,500
5800	533012	Supplies & Materials - Rolloff G	-	-	17,000	19,305	19,305	21,000	21,000	21,000
5800	536000	Uniforms	3,646	4,911	5,500	5,500	5,500	6,000	6,000	6,000
5800	545000	Contracted Services	94,536	19,346	22,150	34,150	34,000	35,000	35,000	35,000
5800	545100	Tipping Fees	783,708	768,041	905,000	893,000	893,000	905,000	905,000	930,000
5800	548010	Purchases - Dumpsters	27,757	30,780	50,190	50,190	50,190	50,190	50,190	50,190
5800	548030	Purchases - Rollout Carts	16,461	19,807	12,000	12,000	12,000	12,000	12,000	12,000
5800	550000	Household Hazardous Waste	2,078	1,112	2,750	2,750	2,750	2,750	2,750	2,750
5800	553000	Dues & Subscriptions	75	-	400	400	75	400	400	400
5800	555000	Workers' Compensation	18,797	21,115	16,112	16,112	15,205	19,207	19,207	19,763
5800	570000	Lease Payments	457,851	532,969	557,735	557,735	552,023	598,377	598,377	604,980
		Subtotal	***1,608,774***	***1,595,833***	***1,793,217***	***1,779,459***	***1,771,726***	***1,861,304***	***1,861,304***	***1,900,263***
		CAPITAL OUTLAY								
5800	573000	C/O Other Improvements	-	-	-	-	-	-	-	-
5800	574000	C/O Machinery & Equipment	-	104,448	-	-	-	-	-	-
5800	575000	C/O Vehicles	195,803	831,371	4,000	495,592	495,592	6,000	6,000	2,330
		Subtotal	***195,803***	***935,819***	***4,000***	***495,592***	***495,592***	***6,000***	***6,000***	***2,330***
		TOTAL	**$ 2,483,423**	**$ 3,249,024**	**$ 2,560,301**	**$ 3,038,135**	**$ 3,042,925**	**$ 2,775,947**	**$ 2,775,947**	**$ 2,836,103**

Solid Waste Division
Capital Outlay

Solid Waste Division

Description of Capital Items	Manager's Recommended 2019 - 2020	Adopted 2019 - 2020	Financial Plan 2020 - 2021
New Lease Payments			
1. Autocar Residential #451 at $280,000	$ 38,098	$ 38,098	$ -
2. Autocar Residential #452 at $280,000	38,098	38,098	-
3. Volvo Commercial #450 at $265,000	36,057	36,057	-
4. Replace 2006 Freightliner Boom #445 at $160,000	-	-	21,771
5. Replace 1998 Lowboy Trailer #206 at $11,000	-	-	1,497
Total Lease Payments	**$ 112,253**	**$ 112,253**	**$ 23,268**
Vehicle			
1. Excise tax on vehicles	$ 6,000	$ 6,000	$ 2,000
Total Vehicle	**$ 6,000**	**$ 6,000**	**$ 2,000**

Town of Kill Devil Hills
Capital Reserve Fund - Adopted
For the Fiscal Year 2019-20

Object	Object Description	Actual 2016 - 17	Actual 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
	OTHER FINANCIAL SOURCES								
	Transfer from General Fund - Street CRF	$ 395,362	$ -	$ 775,000	$ 1,242,622	$ 1,223,954	$ 639,000	$ 639,000	$ 536,000
	Transfer from General Fund - Sidewalk CRF	153,590	-	100,000	531,180	-	100,000	100,000	100,000
	Transfer from General Fund - Shoreline Access CRF	-		-	-	-	30,000	30,000	30,000
	Transfer From General Fund - Recreation CRF	-	-	-	-	-	30,000	30,000	30,000
	TOTAL OTHER FINANCIAL SOURCES	*548,952*	-	*875,000*	*1,773,802*	*1,223,954*	*799,000*	*799,000*	*696,000*
	OTHER FINANCIAL USES								
	Reserved for future projects - Streets	463,851	-	775,000	1,242,622	1,223,954	639,000	639,000	536,000
	Reserved for future projects - Sidewalks	-	-	100,000	531,180	-	100,000	100,000	100,000
	Reserved for future projects - Shoreline Access	-	-	-	-	-	30,000	30,000	30,000
	Reserved for future projects - Recreation	-	-	-	-	-	30,000	30,000	30,000
	TOTAL OTHER FINANCIAL USES	*$ 463,851*	*$ -*	*$ 875,000*	*$ 1,773,802*	*$ 1,223,954*	*$ 799,000*	*$ 799,000*	*$ 696,000*

Town of Kill Devil Hills
Water Fund Revenues and Expenditures Summary
For the Fiscal Year 2019-20

Org	Organization Description	Actual 2016 - 17	Actual 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
	REVENUES:	**$ 4,033,473**	**$ 4,444,987**	**$ 6,271,131**	**$ 7,198,774**	**$ 4,463,566**	**$ 3,951,986**	**$ 3,951,986**	**$ 4,045,692**
	EXPENDITURES:								
7240	Water Administration Division	$ 1,116,008	$ 1,067,842	$ 1,147,687	$ 1,171,837	$ 1,110,704	$ 1,295,518	$ 1,295,518	$ 1,220,038
8100	Water Plant Division	1,172,299	1,678,792	4,571,791	5,430,214	5,402,937	1,518,611	1,518,611	1,681,502
8180	Water Systems Division	1,250,399	544,214	551,653	596,723	591,280	1,137,857	1,137,857	1,144,152
	TOTAL	**$ 3,538,706**	**$ 3,290,848**	**$ 6,271,131**	**$ 7,198,774**	**$ 7,104,921**	**$ 3,951,986**	**$ 3,951,986**	**$ 4,045,692**

Water Fund Revenues Statistical Data

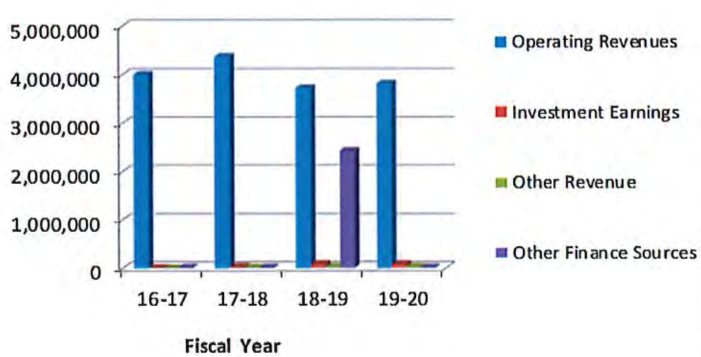
Highlights

- Water rates are adopted to increase 4% to cover operating cost and waterline and system improvements that are associated with the Water System Master Plan.
- Water Tap Fees are adopted per the Water System Master Plan and are based on cost of materials and installation.
- Includes a $18,750 repayment from the Wastewater Fund.

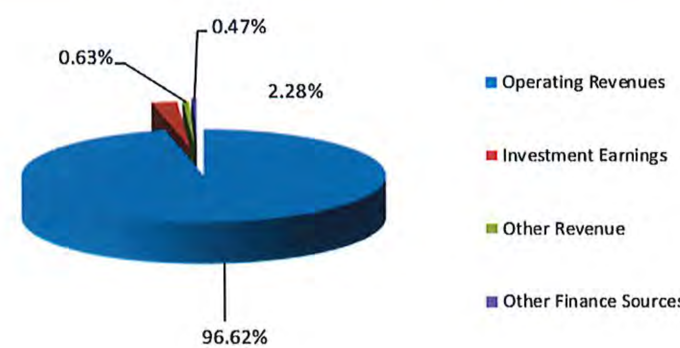
Revenue by Function

	Adopted FY18-19	*Adopted FY19-20*	*Percent Change*
Operating Revenues	$ 3,726,816	$ 3,818,236	2.45%
Investment Earnings	90,000	90,000	0.00%
Other Revenue	25,000	25,000	0.00%
Other Finance Sources	2,429,315	18,750	-99.23%
	$ 6,271,131	**$ 3,951,986**	**-36.98%**

Revenue History



Adopted Revenues Fiscal Year 2019-20



Town of Kill Devil Hills
Water Fund Revenues Adopted
For the Fiscal Year 2019-20

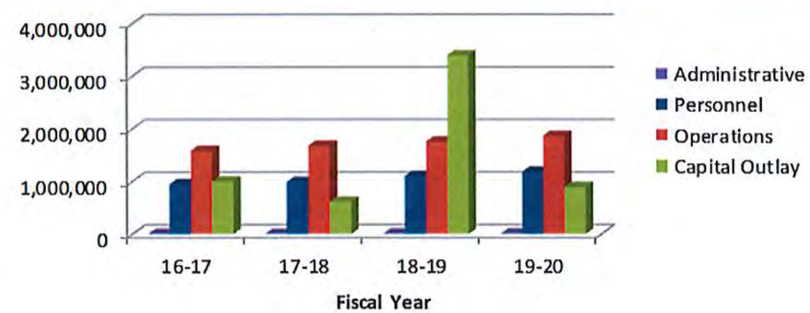
Object	Object Description	Actual Revenues 2016 - 17	Actual Revenues 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
	OPERATING REVENUES								
410000	Utility Charges	$ 3,480,610	$ 3,642,285	$ 3,656,816	$ 3,656,816	$ 3,656,816	$ 3,748,236	$ 3,748,236	$ 3,841,942
410010	Taps & Connections	66,595	82,590	50,000	50,000	50,000	50,000	50,000	50,000
410020	Utilities Penalties & Interest	36,869	33,877	20,000	20,000	20,000	20,000	20,000	20,000
410030	System Development Fees	422,000	622,000	-	-	520,000	-	-	-
	Subtotal	*4,006,074*	*4,380,752*	*3,726,816*	*3,726,816*	*4,246,816*	*3,818,236*	*3,818,236*	*3,911,942*
	RESTRICTED INTERGOVERMENT								
440115	DOT grant	-	-	-	-	57,000	-	-	-
	Subtotal	-	-	-	-	*57,000*	-	-	-
	INVESTMENT EARNINGS								
470000	Interest Income	6,922	30,900	90,000	90,000	98,000	90,000	90,000	90,000
	Subtotal	*6,922*	*30,900*	*90,000*	*90,000*	*98,000*	*90,000*	*90,000*	*90,000*
	OTHER REVENUE								
480000	Miscellaneous Revenues	1,727	14,585	25,000	38,173	43,000	25,000	25,000	25,000
	Subtotal	*1,727*	*14,585*	*25,000*	*38,173*	*43,000*	*25,000*	*25,000*	*25,000*
	OTHER FINANCE SOURCES								
499105	Fund Balance Approp-Encumbrances	-	-	-	217,094	-	-	-	-
499200	Retained Earnings - Appropriated	-	-	2,410,565	3,107,941	-	-	-	-
490025	Wastewater Debt Repayment	18,750	18,750	18,750	18,750	18,750	18,750	18,750	18,750
	Subtotal	*18,750*	*18,750*	*2,429,315*	*3,343,785*	*18,750*	*18,750*	*18,750*	*18,750*
	TOTAL	**$ 4,033,473**	**$ 4,444,987**	**$ 6,271,131**	**$ 7,198,774**	**$ 4,463,566**	**$ 3,951,986**	**$ 3,951,986**	**$ 4,045,692**

Water Fund Expenditures Summary by Type

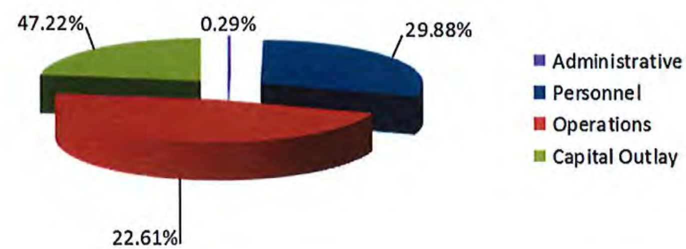
Expenditures by Type

	Adopted FY 18-19	Adopted FY 19-20	Percent Change
Administrative	$ 11,500	$ 11,500	0.00%
Personnel	1,103,983	1,180,763	6.95%
Operations	1,758,648	1,866,170	6.11%
Capital Outlay	3,397,000	893,553	-73.70%
Total	**$ 6,271,131**	**$ 3,951,986**	**-36.98%**

Expenditures History



Adopted Budget for Fiscal Year 2019-20



Town of Kill Devil Hills
Water Fund Expenditures by Account
For the Fiscal Year 2019-20

Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
	ADMINISTRATIVE								
504000	Legal Services	$ 8,839	$ 8,438	$ 11,000	$ 11,000	$ 9,000	$ 11,000	$ 11,000	$ 11,000
514002	Travel & Training-Attorney	-	-	500	500	-	500	500	500
	Subtotal	***8,839***	***8,438***	***11,500***	***11,500***	***9,000***	***11,500***	***11,500***	***11,500***
	PERSONNEL SERVICES								
	Additional Position	-	-	-	-	-	-	-	-
502000	Salaries	661,830	700,005	770,921	770,921	770,921	819,306	819,306	836,636
505000	FICA Expense	48,760	51,608	58,976	58,976	56,755	62,676	62,676	64,003
506000	Funding for Health Plan	162,165	153,566	177,720	177,720	177,050	184,488	184,488	184,488
507000	Retirement Expense	48,543	53,025	57,819	57,819	57,819	73,328	73,328	84,919
507750	401k Retirement Expense	28,699	31,854	38,547	38,547	38,547	40,965	40,965	41,831
	Subtotal	***949,997***	***990,058***	***1,103,983***	***1,103,983***	***1,101,092***	***1,180,763***	***1,180,763***	***1,211,877***
	OPERATIONS								
508000	Professional Services	2,508	6,175	10,500	10,500	2,500	7,500	7,500	7,500
508100	Engineering Services	5,058	5,663	4,000	4,000	4,000	4,000	4,000	4,000
509000	Audit	5,145	5,145	5,145	5,145	5,145	5,145	5,145	5,145
510000	Bad Debt	-	-	-	-	-	-	-	-
511000	Postage	15,908	15,933	18,000	18,000	17,500	18,000	18,000	18,000
512000	Telephone	8,351	6,944	10,000	10,000	8,200	10,000	10,000	10,000
513000	Utilities	41,046	41,652	61,200	61,200	49,000	61,200	61,200	61,200
514000	Travel & Training	4,622	3,735	11,690	11,690	8,800	11,690	11,690	11,690
515000	M&R - Buildings & Grounds	17,756	30,516	29,500	29,500	21,500	69,100	69,100	29,500
515030	M&R - Plants	15,161	11,281	12,000	21,216	21,000	17,600	17,600	12,000
515040	M&R - Systems	45,836	118,934	75,000	85,000	85,000	96,000	96,000	96,000
515050	M&R - Hydrants	29	3,722	8,100	8,100	4,800	8,100	8,100	8,100
516000	Outside Maintenance & Repair	17,688	17,844	23,100	23,100	18,800	23,700	23,700	23,700
517000	Fleet Maintenance	3,863	5,357	6,500	6,500	5,500	6,500	6,500	6,500
518000	Communications	2,705	2,843	3,050	3,050	3,050	3,050	3,050	3,050
519000	Maintenance Contracts	1,875	1,248	4,600	6,614	4,814	4,600	4,600	4,600
520000	Printing	2,995	3,115	4,500	4,500	3,200	4,500	4,500	4,500
521000	Equipment Rental	-	415	500	500	2,750	1,500	1,500	1,500
522000	Copier Lease	1,930	1,889	2,485	2,485	2,125	2,485	2,485	2,485
525000	Tuition Reimbursement	-	-	1,500	1,500	-	1,500	1,500	1,500
526000	Advertising	1,044	595	1,000	1,000	800	1,000	1,000	1,000
531000	Vehicle Fuel	10,036	10,860	12,250	12,250	11,750	12,400	12,400	13,640
533000	Supplies & Materials	11,277	19,609	16,500	23,480	22,980	16,500	16,500	16,500

Town of Kill Devil Hills
Water Fund Expenditures by Account
For the Fiscal Year 2019-20

Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
534000	Chemicals	$ 5,590	$ 5,261	$ 7,500	$ 7,500	$ 7,000	$ 7,500	$ 7,500	$ 7,500
536000	Uniforms	4,257	5,820	6,140	6,140	6,100	6,700	6,700	6,700
545000	Contracted Services	10,031	9,218	18,620	18,620	12,800	18,620	18,620	18,620
545020	Contracted Services - Printing Water Bills	4,406	4,910	5,000	5,000	5,000	6,000	6,000	6,000
549000	Treated Water Costs	807,361	820,411	850,000	850,000	850,000	875,000	875,000	900,000
553000	Dues & Subscriptions	5,233	5,598	6,114	6,114	5,925	6,384	6,384	6,684
554000	General Insurance	53,132	59,804	60,638	60,638	60,638	60,638	60,638	60,638
554500	Retiree Health Insurance	83,964	65,014	94,926	94,926	63,000	64,441	64,441	64,441
555000	Workers' Compensation	12,908	14,133	12,339	12,339	12,218	14,264	14,264	14,576
557001	Miscellaneous - Special Events	707	671	700	700	700	700	700	700
557002	Miscellaneous - Health Efficiency	-	-	3,750	3,750	-	3,750	3,750	3,750
570050	Tank Mixer Loan Repayment	2,813	2,813	2,813	2,813	2,813	2,813	2,813	2,813
585000	Contribution to General Fund	377,883	368,988	368,988	393,138	393,138	413,290	413,290	413,290
	Subtotal	*1,583,118*	*1,676,116*	*1,758,648*	*1,811,008*	*1,722,546*	*1,866,170*	*1,866,170*	*1,847,822*
	CAPITAL OUTLAY								
572000	C/O Buildings	12,246	-	-	-	-	40,000	40,000	-
572001	C/O Plant	49,847	523,074	3,300,000	4,139,040	4,139,040	180,500	180,500	324,000
573000	C/O Other Improvements	157,265	52,912	85,000	120,070	120,070	596,553	596,553	610,493
574000	C/O Machinery & Equipment	720,297	-	12,000	13,173	13,173	46,500	46,500	-
575000	C/O Vehicles	57,097	40,250	-	-	-	30,000	30,000	30,000
576000	C/O Office Furniture & Equipment	-	-	-	-	-	-	-	10,000
	Subtotal	*996,752*	*616,236*	*3,397,000*	*4,272,283*	*4,272,283*	*893,553*	*893,553*	*974,493*
	TOTAL	**$ 3,538,706**	**$ 3,290,848**	**$ 6,271,131**	**$ 7,198,774**	**$ 7,104,921**	**$ 3,951,986**	**$ 3,951,986**	**$ 4,045,692**

Water Department
Overview & Staffing

The Kill Devil Hills Water Department is divided into three divisions. The Water Administration Division is responsible for water billing and customer service and coordinates with other division personnel.

The Water Plant Division provides a safe water supply to customers. They are responsible for maintenance and repair of the water plant, collecting field samples and maintaining the water testing laboratory.

The Water Systems Division is responsible for the maintenance and repair of water lines and installation of water meters. They also oversee new water line installations.

Staffing Position	Grade	Existing Positions	Recommended Positions	Adopted Positions
Water Administration:				
Public Services Director	23	½	½	½
Assistant Public Services Director	19	½	½	½
Customer Services Supervisor	13	1	1	1
Utility Billing Specialist	8	1	1	1
Senior Utility Customer Service Representative	7	1	1	1
Senior Utility Service Technician	6	1	1	1
Utility Service Technician	5	1	1	1
Total		***6***	***6***	***6***

Continued on next page

Water Department
Overview & Staffing (continued)

Position	Grade	Existing Positions	Recommended Positions	Adopted Positions
Water Plant:				
Water Plant Supervisor	14	1	1	1
Water Plant Operator	8	3	3	3
Total		4	4	4
Water Systems:				
Water Distribution Supervisor	12	1	1	1
Construction Inspector / Utility Locator	11	1/4	1/4	1/4
Senior Utility Maintenance Technician	8	1	1	1
Utility Maintenance Technician	7	2	2	2
Total		***4 1/4***	***4 1/4***	***4 1/4***

Water Administration Division
Goals & Objectives

Goals

To provide the highest possible level of service at an economical cost to the customer with timely, accurate and customer friendly service through the use of skilled and motivated employees.

Objectives

- Continue implementation of our large water meter change-out program and installation of radio control devices.

- Dedication to continuing employee training to enhance the level of customer service.

- Continue commitment to utilizing advancements in meter technology.

Water Administration Division
Statistical Data

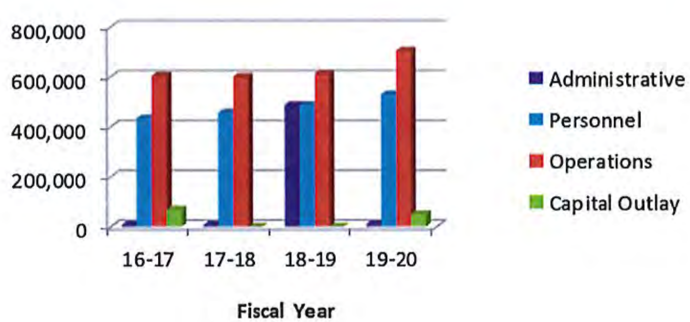
Highlights

- A 2.8% COLA is adopted and is reflected departmentally.
- Health insurance renewal rates increased 12.7% for both active employees and retirees.
- Training related to water issues for 6 employees.
- A new roof for the office and generator building.
- Cost allocation to the general fund reflects a formula that includes cost of actual services provided.
- A replacement vehicle is included.

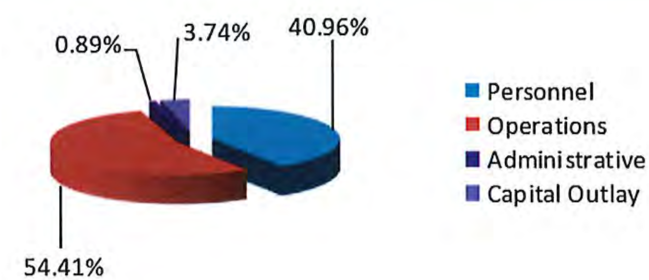
Expenditures by Function

	Adopted FY18-19	*Adopted FY19-20*	*Percent Change*
Administrative	$ 11,500	$ 11,500	0.00%
Personnel	487,496	530,682	8.86%
Operations	648,691	704,836	8.66%
Capital Outlay	-	48,500	-100.00%
Total	**$ 1,147,687**	**$ 1,295,518**	**12.88%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Org	Object	Division: *Water Services Administration* Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
		ADMINISTRATIVE								
7240	504000	Legal Services	$ 8,839	$ 8,438	$ 11,000	$ 11,000	$ 9,000	$ 11,000	$ 11,000	$ 11,000
7240	514002	Travel & Training - Attorney	-	-	500	500	-	500	500	500
		Subtotal	*8,839*	*8,438*	*11,500*	*11,500*	*9,000*	*11,500*	*11,500*	*11,500*
		PERSONNEL SERVICES								
7240	502000	Salaries	295,504	320,015	342,637	342,637	342,637	368,462	368,462	374,482
7240	505000	FICA Expense	21,525	23,534	26,212	26,212	24,606	28,187	28,187	28,648
7240	506000	Funding for Health Plan	82,423	76,467	75,817	75,817	78,600	82,633	82,633	82,633
7240	507000	Retirement Expense	21,675	24,241	25,698	25,698	25,698	32,977	32,977	38,010
7240	507750	401k Retirement Expense	13,010	14,265	17,132	17,132	17,132	18,423	18,423	18,724
		Subtotal	*434,137*	*458,522*	*487,496*	*487,496*	*488,673*	*530,682*	*530,682*	*542,497*
		OPERATIONS								
7240	508000	Professional Services	-	-	1,000	1,000	-	1,000	1,000	1,000
7240	508100	Engineering Services	5,058	5,663	4,000	4,000	4,000	4,000	4,000	4,000
7240	509000	Audit	5,145	5,145	5,145	5,145	5,145	5,145	5,145	5,145
7240	511000	Postage	15,908	15,933	18,000	18,000	17,500	18,000	18,000	18,000
7240	512000	Telephone	8,351	6,944	10,000	10,000	8,200	10,000	10,000	10,000
7240	513000	Utilities	3,577	3,705	6,000	6,000	4,000	6,000	6,000	6,000
7240	514000	Travel & Training	24	1,579	7,000	7,000	4,000	7,000	7,000	7,000
7240	515000	M&R - Buildings & Grounds	16,923	30,066	19,000	19,000	14,000	58,600	58,600	19,000
7240	516000	Outside Maintenance & Repair	449	162	400	400	300	1,000	1,000	1,000
7240	517000	Fleet Maintenance	1,883	1,799	1,000	1,000	1,000	1,000	1,000	1,000
7240	518000	Communications	782	821	1,000	1,000	1,000	1,000	1,000	1,000
7240	519000	Maintenance Contracts	300	1,248	2,100	2,100	300	2,100	2,100	2,100
7240	520000	Printing	2,995	3,115	4,500	4,500	3,200	4,500	4,500	4,500
7240	522000	Copier Lease	1,457	1,500	1,800	1,800	1,500	1,800	1,800	1,800
7240	525000	Tuition Reimbursement	-	-	1,500	1,500	-	1,500	1,500	1,500
7240	526000	Advertising	1,044	595	1,000	1,000	800	1,000	1,000	1,000
7240	531000	Vehicle Fuel	3,299	4,028	4,500	4,500	4,500	4,500	4,500	4,950
7240	533000	Supplies & Materials	2,934	3,387	4,500	4,500	4,000	4,500	4,500	4,500
7240	536000	Uniforms	828	1,420	1,550	1,550	1,550	1,800	1,800	1,800
7240	545000	Contracted Services	4,699	4,736	11,120	11,120	6,000	11,120	11,120	11,120

Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Division: *Water Services Administration*

Org	Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
7240	545800	Contracted Services - Printing Water Bills	$ 4,406	$ 4,910	$ 5,000	$ 5,000	$ 5,000	$ 6,000	$ 6,000	$ 6,000
7240	553000	Dues & Subscriptions	2,943	3,113	3,330	3,330	3,340	3,600	3,600	3,900
7240	554000	General Insurance	53,132	59,804	60,638	60,638	60,638	60,638	60,638	60,638
7240	554500	Retiree Health Insurance	83,964	65,014	94,926	94,926	63,000	64,441	64,441	64,441
7240	555000	Workers' Compensation	3,392	3,723	3,431	3,431	3,407	4,039	4,039	4,094
7240	557001	Miscellaneous - Special Events	707	671	700	700	700	700	700	700
7240	557002	Miscellaneous - Health Efficiency	-	-	3,750	3,750	-	3,750	3,750	3,750
7240	570050	Tank Mixer Loan Repayment	2,813	2,813	2,813	2,813	2,813	2,813	2,813	2,813
7240	585000	General Fund Admin Cost Allocation	377,883	368,988	368,988	393,138	393,138	413,290	413,290	413,290
		Subtotal	*604,896*	*600,882*	*648,691*	*672,841*	*613,031*	*704,836*	*704,836*	*666,041*
		CAPITAL OUTLAY								
7240	572000	C/O Buildings	12,246	-	-	-	-	-	-	-
7240	573000	C/O Other Inprovements	-	-	-	-	-	18,500	18,500	-
7240	575000	C/O Vehicles	55,890	-	-	-	-	30,000	30,000	-
		Subtotal	*68,136*	-	-	-	-	*48,500*	*48,500*	-
		TOTAL	**$ 1,116,008**	**$ 1,067,842**	**$ 1,147,687**	**$ 1,171,837**	**$ 1,110,704**	**$ 1,295,518**	**$ 1,295,518**	**$ 1,220,038**

Water Administration Division
Capital Outlays

Water Administration

Description of Capital Items	Manager's Recommended 2019 - 2020	Adopted 2019 - 2020	Financial Plan 2020 - 2021
Other Improvements			
1. Town wide light fixture replacement program	$ 18,500	$ 18,500	$ -
Total Other Improvements	**$ 18,500**	**$ 18,500**	**$ -**
Vehicle			
1. Replace Ford Expedition	$ 36,000	$ 36,000	$ -
Total Vehicle	**$ 36,000**	**$ 36,000**	**$ -**

Water Plant Division
Goals & Objectives

Goals

Committed to improving and maintaining public health protection and performance of our drinking water utility assets, while minimizing the long-term costs of operating those assets. We strive to make the most cost-effective renewal and replacement investments and provide the highest quality drinking water services available.

Objectives

- Provide services that meet or exceed customer expectations.
- Comply with applicable state and federal drinking water standards, working with regulatory agencies and inspectors.
- Deliver preventative and emergency maintenance for WPD assets, including property, structures and equipment to ensure sufficient quality and quantities of drinking water are available.
- Provide professional development and safety training to WPD staff.
- Deliver responsive and reliable customer services duties over and above regular business hours, including weekends and holidays.

Water Plant Division
Statistical Data

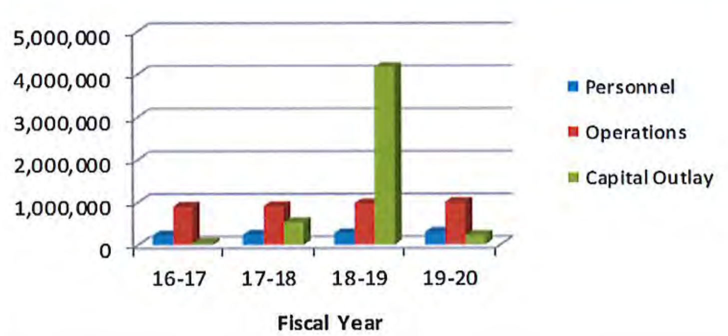
Highlights

- The wholesale water rate is $1.989 per 1,000 gallons.
- Roof repairs are adopted at the Fire Station rear building at 1634 N Croatan Hwy.
- Interior and exterior plant improvements are adopted.
- SCADA upgrades are adopted

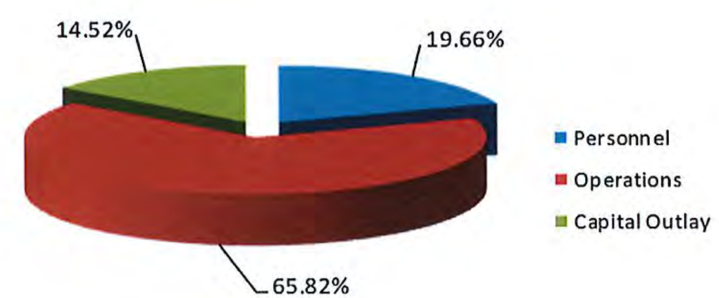
Expenditures by Function

	Adopted FY18-19	*Adopted FY19-20*	*Percent Change*
Personnel	$ 279,716	$ 298,539	6.73%
Operations	970,075	999,572	3.04%
Capital Outlay	3,322,000	220,500	-93.36%
Total	**$ 4,571,791**	**$ 1,518,611**	**-66.78%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Division:	*Water Plant*		Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
Org	Object	Object Description								
		PERSONNEL SERVICES								
8100	502000	Salaries	$ 162,974	$ 180,836	$ 201,493	$ 201,493	$ 201,493	$ 211,117	$ 211,117	$ 216,888
8100	505000	FICA Expense	12,371	13,675	15,414	15,414	15,414	16,150	16,150	16,592
8100	506000	Funding for Health Plan	30,144	24,526	37,622	37,622	28,600	41,821	41,821	41,821
8100	507000	Retirement Expense	11,955	13,698	15,112	15,112	15,112	18,895	18,895	22,014
8100	507750	401k Retirement Expense	7,575	9,042	10,075	10,075	10,075	10,556	10,556	10,844
		Subtotal	***225,019***	***241,777***	***279,716***	***279,716***	***270,694***	***298,539***	***298,539***	***308,159***
		OPERATIONS								
8100	508000	Professional Services	2,508	6,175	9,000	9,000	2,500	6,000	6,000	6,000
8100	513000	Utilities	37,469	37,947	55,200	55,200	45,000	55,200	55,200	55,200
8100	514000	Travel & Training	3,777	1,096	2,500	2,500	2,500	2,500	2,500	2,500
8100	515030	M&R - Plant	15,161	11,281	12,000	21,216	21,000	17,600	17,600	12,000
8100	516000	Outside Maintenance & Repair	5,311	3,353	6,000	6,000	4,000	6,000	6,000	6,000
8100	517000	Fleet Maintenance	321	426	1,500	1,500	1,000	1,500	1,500	1,500
8100	518000	Communications	455	498	500	500	500	500	500	500
8100	519000	Maintenance Contracts	1,575	-	2,500	4,514	4,514	2,500	2,500	2,500
8100	521000	Equipment Rental	-	415	-	-	2,500	1,000	1,000	1,000
8100	522000	Copier Lease	194	124	300	300	240	300	300	300
8100	531000	Vehicle Fuel	1,825	2,083	2,250	2,250	2,250	2,400	2,400	2,640
8100	533000	Supplies & Materials	4,614	6,750	7,000	13,980	13,980	7,000	7,000	7,000
8100	534000	Chemicals	5,590	5,261	7,500	7,500	7,000	7,500	7,500	7,500
8100	536000	Uniforms	1,468	2,062	2,150	2,150	2,150	2,300	2,300	2,300
8100	545000	Contracted Services	3,324	2,759	5,000	5,000	4,500	5,000	5,000	5,000
8100	549000	Treated Water Costs	807,361	820,411	850,000	850,000	850,000	875,000	875,000	900,000
8100	553000	Dues & Subscriptions	2,060	2,285	2,484	2,484	2,285	2,484	2,484	2,484
8100	555000	Workers' Compensation	4,420	4,486	4,191	4,191	4,111	4,788	4,788	4,919
		Subtotal	***897,433***	***907,412***	***970,075***	***988,285***	***970,030***	***999,572***	***999,572***	***1,019,343***
		CAPITAL OUTLAY								
8100	572000	C/O Buildings	-	-	-	-	-	40,000	40,000	-
8100	572001	C/O Plant	49,847	523,074	3,300,000	4,139,040	4,139,040	180,500	180,500	324,000
8100	573000	C/O Other Improvements	-	6,529	10,000	10,000	10,000	-	-	-
8100	574000	C/O Machinery & Equipment	-	-	12,000	13,173	13,173	-	-	-
8100	575000	C/O Vehicles	-	-	-	-	-	-	-	30,000
		Subtotal	***49,847***	***529,603***	***3,322,000***	***4,162,213***	***4,162,213***	***220,500***	***220,500***	***354,000***
		TOTAL	**$ 1,172,299**	**$ 1,678,792**	**$ 4,571,791**	**$ 5,430,214**	**$ 5,402,937**	**$ 1,518,611**	**$ 1,518,611**	**$ 1,681,502**

Water Plant Division
Capital Outlay

Water Plant

Description of Capital Items	Manager's Recommended 2019 - 2020	Adopted 2019 - 2020	Financial Plan 2020 - 2021
Plant			
1. SCADA Upgrades	$ 35,000	$ 35,000	$ -
2. 8th Street interior/exterior improvements	30,500	30,500	-
3. Plant exterior improvements	25,000	25,000	-
4. Old Town Hall 500k Gallon Storage tank inspection and rehab	90,000	90,000	-
5. Old Town Hall 500k Gallon Storage tank replace altitude valve	-	-	75,000
6. 8th St Plant replace pumps and motors	-	-	220,000
7. Plant 200k Gallon Storage tank interior rehabilitation & 500k GS hatch replacement	-	-	29,000
Total Plant	**$ 180,500**	**$ 180,500**	**$ 324,000**
Vehicle			
1. Replace 2012 Chevy Colorado #534	$ -	$ -	$ 30,000
Total Vehicle	**$ -**	**$ -**	**$ 30,000**

Water Systems Division
Goals & Objectives

Goals

To maintain and improve the potable water delivery infrastructure using state certified water distribution personnel to provide efficient and timely installation for new service and repairs to damaged water facilities. To ensure and protect water quality, flow and pressure for our customers.

Objectives

- Commitment to our customers' satisfaction and confidence by providing responsive service and system capacity in a timely, efficient manner.
- Continue work on our water valve location and maintenance program.
- Continue work identifying utility conflicts in connection with the street improvement projects.
- Continue training of water systems personnel in distribution maintenance and customer service.
- Continue commercial water meter replacements and maintenance program.

Water Systems Division
Statistical Data

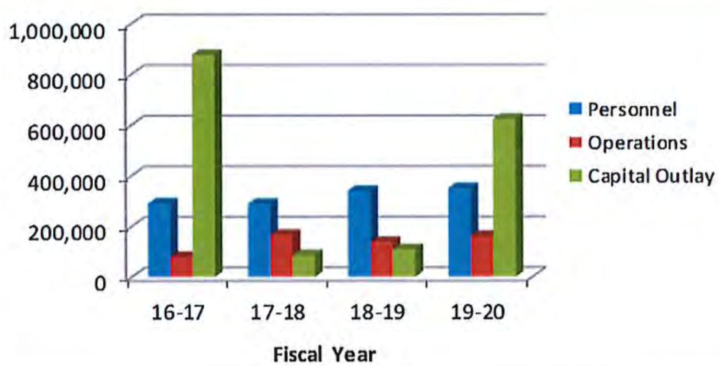
Highlights

- Increased meter supplies due to property development
- Includes waterline improvements associated with street projects $155,000.
- Master plan update $130,000.
- DC interconnection installation $35,000.
- Replace 2003 Sullari 185DPQ Air Compressor $32,000.
- Ground penetrating radar cart $14,500.
- Budget for waterline and system improvements $258,053.

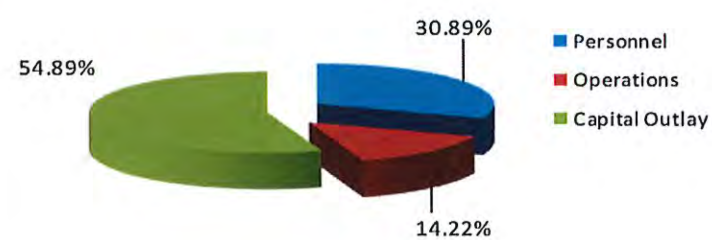
Expenditures by Function

	Adopted FY18-19	Adopted FY19-20	Percent Change
Personnel	$ 336,771	$ 351,542	4.39%
Operations	139,882	161,762	15.64%
Capital Outlay	75,000	624,553	732.74%
Total	**$ 551,653**	**$ 1,137,857**	**106.26%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Division:	Water Systems		Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
Org	Object	Object Description								
		PERSONNEL SERVICES								
		Additional Position	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8180	502000	Salaries	203,352	199,154	226,791	226,791	226,791	239,727	239,727	245,266
8180	505000	FICA Expense	14,864	14,399	17,350	17,350	16,735	18,339	18,339	18,763
8180	506000	Funding for Health Plan	49,598	52,573	64,281	64,281	69,850	60,034	60,034	60,034
8180	507000	Retirement Expense	14,913	15,086	17,009	17,009	17,009	21,456	21,456	24,895
8180	507750	401k Retirement Expense	8,114	8,547	11,340	11,340	11,340	11,986	11,986	12,263
		Subtotal	***290,841***	***289,759***	***336,771***	***336,771***	***341,725***	***351,542***	***351,542***	***361,221***
		OPERATIONS								
8180	508000	Professional Services	-	-	500	500	-	500	500	500
8180	514000	Travel & Training	821	1,060	2,190	2,190	2,300	2,190	2,190	2,190
8180	515000	M & R - Buildings & Grounds	833	450	10,500	10,500	7,500	10,500	10,500	10,500
8180	515040	M & R - Systems	45,836	118,934	75,000	85,000	85,000	96,000	96,000	96,000
8180	515050	M & R - Hydrants	29	3,722	8,100	8,100	4,800	8,100	8,100	8,100
8180	516000	Outside Maintenance & Repair	11,928	14,329	16,700	16,700	14,500	16,700	16,700	16,700
8180	517000	Fleet Maintenance	1,659	3,132	4,000	4,000	3,500	4,000	4,000	4,000
8180	518000	Communications	1,468	1,524	1,550	1,550	1,550	1,550	1,550	1,550
8180	521000	Equipment Rental	-	-	500	500	250	500	500	500
8180	522000	Copier Lease	279	265	385	385	385	385	385	385
8180	531000	Vehicle Fuel	4,912	4,749	5,500	5,500	5,000	5,500	5,500	6,050
8180	533000	Supplies & Materials	3,729	9,472	5,000	5,000	5,000	5,000	5,000	5,000
8180	536000	Uniforms	1,961	2,338	2,440	2,440	2,400	2,600	2,600	2,600
8180	545000	Contracted Services	2,008	1,723	2,500	2,500	2,300	2,500	2,500	2,500
8180	553000	Dues & Subscriptions	230	200	300	300	300	300	300	300
8180	555000	Worker's Compensation	5,096	5,924	4,717	4,717	4,700	5,437	5,437	5,563
		Subtotal	***80,789***	***167,822***	***139,882***	***149,882***	***139,485***	***161,762***	***161,762***	***162,438***
		CAPITAL OUTLAY								
8180	573000	C/O Other Improvements	157,265	46,383	75,000	110,070	110,070	578,053	578,053	610,493
8180	574000	C/O Machinery & Equipment	720,297	-	-	-	-	46,500	46,500	-
8180	575000	C/O Vehicles	1,207	40,250	-	-	-	-	-	-
8180	576000	C/O Office furniture & Equipment	-	-	-	-	-	-	-	10,000
		Subtotal	***878,769***	***86,633***	***75,000***	***110,070***	***110,070***	***624,553***	***624,553***	***620,493***
		TOTAL	**$ 1,250,399**	**$ 544,214**	**$ 551,653**	**$ 596,723**	**$ 591,280**	**$ 1,137,857**	**$ 1,137,857**	**$ 1,144,152**

Water Systems Division
Capital Outlay

Water Systems

Description of Capital Items	Manager's Recommended 2019 - 2020	Adopted 2019 - 2020	Financial Plan 2020 - 2021
Other Improvements			
1. Water Main adjustments associated with Street and Drainage projects	$ 155,000	$ 155,000	$ 228,000
2. Master Plan Update	130,000	130,000	-
3. Water line and system improvements.	258,053	258,053	382,493
4. DC interconnection install	35,000	35,000	-
Total Other Improvements	**$ 578,053**	**$ 578,053**	**$ 610,493**
Machinery & Equipment			
1. Replace 2003 Sullari 185DPQ Air Compressor	$ 32,000	$ 32,000	$ -
2. Ground penetrating radar cart	14,500	14,500	-
Total Machinery & Equipment	**$ 46,500**	**$ 46,500**	**$ -**
Office Furniture & Equipment			
1. Beacon Software for meter reading - Beacon Engagement Fee & 2 day on site training	$ -	$ -	$ 10,000
Total Office Furniture & Equipment	**$ -**	**$ -**	**$ 10,000**

Town of Kill Devil Hills
Wastewater Fund Revenues and Expenditures Summary
For the Fiscal Year 2019-20

Org	Organization Description	Actual Revenues 2016 - 17	Actual Revenues 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
	REVENUES:	**$ 211,342**	**$ 239,918**	**$ 224,763**	**$ 224,763**	**$ 218,000**	**$ 225,495**	**$ 225,495**	**$ 226,780**
	EXPENDITURES:								
8220	Wastewater Department	$ 167,589	$ 178,322	$ 224,763	$ 224,763	$ 179,623	$ 225,495	$ 225,495	$ 226,780
	TOTAL	**$ 167,589**	**$ 178,322**	**$ 224,763**	**$ 224,763**	**$ 179,623**	**$ 225,495**	**$ 225,495**	**$ 226,780**

Wastewater Fund Revenues
Statistical Data

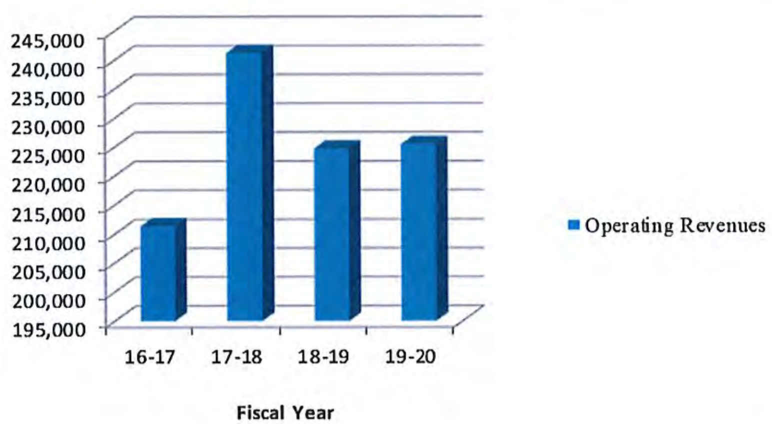
Highlights

- Maintains current rate structure of base charge as outlined in the Wastewater Fund Capital Improvement Plan.
- System Development Fee reflects calculated cost of providing connection to the system.

Revenue by Function

	Adopted FY 18-19	*Adopted FY 19-20*	*Percent Change*
Operating Revenues	$ 224,763	$ 225,495	0.33%
Total	**$ 224,763**	**$ 225,495**	**0.33%**

Revenue History



Adopted Revenues Fiscal Year 2019-20

Town of Kill Devil Hills
Wastewater Fund Revenues - Adopted
For the Fiscal Year 2019-20

Object	Object Description	Actual Revenues 2016 - 17	Actual Revenues 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 -20	Adopted Budget 2019 -20	Financial Plan 2020 - 21
	OPERATING REVENUES								
410010	Taps & Connections	$ 3,285	$ 6,960	$ 6,570	$ 6,570	$ 4,500	$ 6,570	$ 6,570	$ 6,570
410020	Penalties & Interest	1,523	1,624	2,500	2,500	2,500	2,500	2,500	2,500
410030	System Development Fees	19,440	35,640	12,000	12,000	12,000	12,000	12,000	12,000
411000	Charge for Wastewater	187,136	197,074	203,693	203,693	199,000	204,425	204,425	205,710
	Subtotal	*211,384*	*241,298*	*224,763*	*224,763*	*218,000*	*225,495*	*225,495*	*226,780*
	INVESTMENT EARNINGS								
470000	Interest Income	(42)	(109)	-	-	-	-	-	-
	Subtotal	*(42)*	*(109)*	-	-	-	-	-	-
						-			
	OTHER FINANCE SOURCES								
480030	Over/Short Write-Off	-	(1,271)	-	-	-	-	-	-
	Subtotal	-	*(1,271)*	-	-	-	-	-	-
	TOTAL	**$ 211,342**	**$ 239,918**	**$ 224,763**	**$ 224,763**	**$ 218,000**	**$ 225,495**	**$ 225,495**	**$ 226,780**

Wastewater Department Overview & Staffing

The Wastewater Department is responsible for the proper maintenance and repair of the distribution lines in the Southern Sanitary District, monitoring the allocated wastewater capacity, and overseeing the contract with Enviro-Tech, Inc., and KDHWWTP, LLC to insure compliance with all state and federal requirements.

Staffing

The operation and maintenance of the collection system was contracted out to Enviro-Tech Inc, as of August 1, 1999.

The disposal of effluent from the Southern Sanitary District was contracted out to KDHWWTP, LLC as of October 1, 2005.

Wastewater Department
Goals & Objectives

Goals

To manage and track the allocated wastewater to ensure capacity for the customers in the Southern Sanitary District.

Objectives

- Continue to refine and periodically update procedures to ensure efficient and timely installation of new sewer connections ensuring compliance to all regulations.

- Ensure proper maintenance and repair of the distribution lines.

- Minimize infiltration of groundwater intrusion.

Wastewater Department
Statistical Data

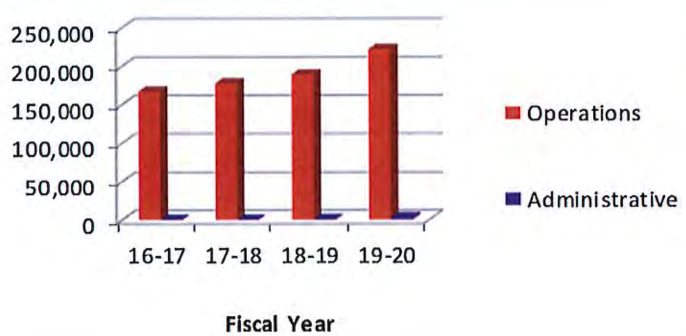
Highlights

- Operation and maintenance of the plant has been contracted.
- Includes an $18,750 repayment to the Water Fund.

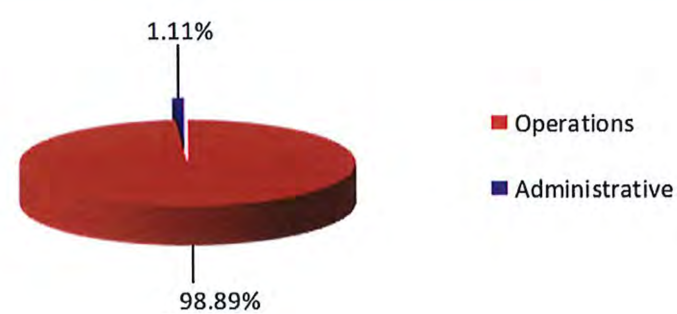
Expenditures by Function

		Adopted FY 18-19		*Adopted FY 19-20*	*Percent Change*
Administrative	$	2,500	$	2,500	0.00%
Operations		222,263		222,995	0.33%
Total	**$**	**224,763**	**$**	**225,495**	**0.33%**

Expenditure History



Adopted Budget Fiscal Year 2019-20



Town of Kill Devil Hills
Adopted Budget
For the Fiscal Year 2019-20

Department: *Wastewater*

Org	Object	Object Description	Actual Expenditures 2016 - 17	Actual Expenditures 2017 - 18	Original Budget 2018 - 19	Revised Budget 2018 - 19	Estimated Actuals 2018 - 19	Manager's Recommended 2019 - 20	Adopted Budget 2019 - 20	Financial Plan 2020 - 21
		ADMINISTRATION								
8220	504000	Legal Services	$ -	$ -	$ 2,500	$ 2,500	$ -	$ 2,500	$ 2,500	$ 2,500
		Subtotal	-	-	*2,500*	*2,500*	-	*2,500*	*2,500*	*2,500*
		OPERATIONS								
8220	508100	Engineering Services	-	2,735	1,000	1,000	1,000	1,000	1,000	1,000
8220	509000	Audit	445	515	515	515	515	515	515	515
8220	516000	Outside Maintenance & Repair	9,738	23,885	20,500	20,500	17,800	30,000	30,000	30,000
8220	526000	Advertising	-	-	200	200	100	200	200	200
8220	545000	Contracted Services	35,858	36,000	40,958	40,958	40,958	42,190	42,190	43,475
8220	545500	Contracted Services-Tap-on Service	-	1,700	5,550	5,550	1,800	5,550	5,550	5,550
8220	549100	Treated Wastewater Costs	102,798	94,737	134,790	134,790	98,700	124,790	124,790	124,790
8220	570025	Water Fund Debt Repayment	18,750	18,750	18,750	18,750	18,750	18,750	18,750	18,750
		Subtotal	*167,589*	*178,322*	*222,263*	*222,263*	*179,623*	*222,995*	*222,995*	*224,280*
		TOTAL	**$ 167,589**	**$ 178,322**	**$ 224,763**	**$ 224,763**	**$ 179,623**	**$ 225,495**	**$ 225,495**	**$ 226,780**

GENERAL FUND LEASE PURCHASE VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE - FY 2019-20

Description	Replace Yr	Estimated Replace Cost	18-19	19-20	20-21	21-22	22-23	23-24
MIS:								
OSSI Police reporting software	15/16	165,864	42,500	21,250	-	-	-	
Storage/ servers/back up for body cameras	16/17	17,791	4,575	4,575	2,288	-	-	
Internet based phone system	16/17	87,805	22,580	22,580	11,290	-	-	
			69,655	**48,405**	**13,578**	-	-	-
Planning:								
Ford Expedition (replace 2000 FE)	14/15	24,884	3,175	-	-	-	-	
Dodge 1500 PU (replace 2001 Dodge)	14/15	25,676	3,276	-	-	-	-	-
Replace 2004 Ford F-250 Pickup	**19/20**	**30,000**	-	**4,082**	**8,164**	**8,164**	**8,164**	**4,082**
Replace 2007 Chevy Suburban	**20/21**	**45,000**	-	-	**6,123**	**12,246**	**12,246**	**12,246**
			6,451	**4,082**	**14,287**	**20,410**	**20,410**	**16,328**
Fleet Maintenance:								
2017 F250 PU 4x4	16/17	27,305	7,022	7,022	3,511	-	-	
Replace 03 Shop Truck #220	**19/20**	**45,000**	-	**6,123**	**12,246**	**12,246**	**12,246**	**6,123**
			7,022	**13,145**	**15,757**	**12,246**	**12,246**	**6,123**
Buildings & Grounds								
Truck - F 250-4dr 4x4(replace #813)	14/15	26,815	3,421	-	-	-	-	-
Replacement PU truck for #222	18/19	42,507	5,567	11,134	11,134	11,134	5,567	-
Replacement PU truck for #219	**19/20**	**45,000**	-	**6,123**	**12,246**	**12,246**	**12,246**	**6,123**
			8,988	**17,257**	**23,380**	**23,380**	**17,813**	**6,123**
Police:								
Utility Vehicle - Beach Patrol	14/15	14,705	1,876	-	-	-	-	
(5) Vehicles	14/15	157,589	20,107	-	-	-	-	
(5) Vehicles	15/16	160,294	41,072	20,536	-	-	-	
(5) Vehicles	16/17	165,265	42,500	42,500	21,250	-	-	
Body Cameras	16/17	27,590	7,095	7,095	3,548	-	-	
(6) Vehicles	17/18	209,277	54,752	54,752	54,752	27,376	-	
Police remote camera	17/18	21,500	5,625	5,625	5,625	2,812	-	
(5) Vehicles	18/19	183,891	24,084	48,167	48,167	48,167	24,084	
(5) Vehicles	**19/20**	**208,000**	-	**28,302**	**56,603**	**56,603**	**56,603**	**28,302**
Firearms replacement	**19/20**	**20,000**	-	**2,721**	**5,442**	**5,442**	**5,442**	**2,721**
(5) Vehicles	**20/21**	**208,000**	-		**28,302**	**56,603**	**56,603**	**56,603**
Utility Vehicle	**20/21**	**18,000**	-		**2,449**	**4,898**	**4,898**	**4,898**
(5) Vehicles	**21/22**	**208,000**	-			**28,302**	**56,603**	**56,603**
(5) Vehicles	**22/23**	**208,000**	-			-	**28,302**	**56,603**
(5) Vehicles	**23/24**	**208,000**	-	-	-	-	-	**28,302**
			197,111	**209,698**	**226,138**	**230,203**	**232,535**	**234,032**

GENERAL FUND LEASE PURCHASE VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE - FY 2019-20

Description	Replace Yr	Estimated Replace Cost	18-19	19-20	20-21	21-22	22-23	23-24
Animal Control:								
F150 Pickup Truck	16/17	33,478	8,609	8,609	4,305	-	-	
Pickup Truck #6102	17/18	34,564	9,043	9,043	9,043	4,521	-	
			17,652	**17,652**	**13,348**	**4,521**	**-**	**-**
Fire:								
Station 14								
2014 Sutphen SPH 100 Tower - 10 yr term	13/14	1,048,175	115,647	115,647	115,647	115,647	115,647	57,824
2015 Ford Explorer SUV	14/15	34,483	4,400	-	-	-	-	
2016 Sutphen Pumper - 7 year	15/16	511,617	77,591	77,591	77,591	77,591	38,796	
SCBA Bottle replacement (22)	15/16	165,554	42,421	21,210	-	-	-	
SUV 2017 Expedition XL 4WD	16/17	44,047	11,327	11,327	5,664	-	-	
2017 Dodge Pickup 2500 Crewcab	16/17	35,625	9,161	9,161	4,581	-	-	
2017 Dodge Pickup 2500 Crewcab	16/17	38,148	9,810	9,810	4,905	-	-	
Extrication Equipment	16/17	29,782	7,659	7,659	3,829	-	-	
21 DLX Carolina Skiff	17/18	29,000	7,587	7,587	7,587	3,794		
Replace Portable Radios	**20/21**	**205,000**	-	-	**27,893**	**55,786**	**55,786**	**55,786**
Replace 2000 KME Pumper - 7 yr term	**22/23**	**650,000**	-	-	-	-	**54,243**	**108,486**
			285,603	**259,992**	**247,697**	**252,818**	**264,472**	**222,096**
Ocean Rescue:								
2016 Dodge Pickup #911	15/16	39,738	10,182	5,091	-	-	-	
2019 Yamaha Super Jet	**19/20**	**8,500**	-	**8,500**	-	-	-	
Replace Pickup	**19/20**	**54,000**	-	**7,348**	**14,696**	**14,696**	**14,696**	**7,348**
			10,182	**20,939**	**14,696**	**14,696**	**14,696**	**7,348**
Streets:								
Replace 2000 Backhoe (#328)	14/15	70,310	8,971	-	-	-	-	
2016 Ford F-150 Pickup	15/16	24,341	6,237	3,119	-	-	-	
2016 Ford F-250 Pickup	15/16	28,826	7,896	3,948	-	-	-	
John Deere Front End Loader	16/17	140,900	36,234	36,234	18,117	-	-	
John Deere Tractor w/boom	16/17	126,601	32,557	32,557	16,278	-	-	
Bobcat Excavator w/ trailer #336	16/17	63,134	16,236	16,236	8,118	-	-	
Rep 04 New Hllnd TN60A Broom Tract #333	17/18	46,539	12,176	12,176	12,176	6,088	-	
Rep 05 Ford F350 Pick up #335	17/18	40,806	10,676	10,676	10,676	5,338	-	
Rep 03 Beuthling B200T 2.5 Ton Static Roller	17/18	28,710	7,511	7,511	7,511	3,756	-	
Rep 07 New Hollnd Tractor w/mower #341	18/19	71,039	9,304	18,608	18,608	18,608	9,304	
Rep 01 Dodge 1500 Pick-up #524	18/19	29,601	3,877	7,754	7,754	7,754	3,877	
Re 04 Ford F-250 Pick up #531	18/19	26,734	3,501	7,003	7,003	7,003	3,501	
Rep 07 Volvo Dump Truck #340	**20/21**	**125,000**	-		**17,008**	**34,016**	**34,016**	**34,016**
Replace 2003 Ford F-250 Pickup 332	**20/21**	**35,000**	-	-	**4,762**	**9,524**	**9,524**	**9,524**
John Deere Mid-Sized Skid Steer Loader	**20/21**	**65,000**	-	-	**8,845**	**17,689**	**17,689**	**17,689**
Motor Grader #339	**24/25**	**200,000**	-	-	-	-	-	-
Rep 05 Leeboy Asphalt Maintainer #338	**28/29**	**150,000**	-	-	-	-	-	-
			155,176	**155,822**	**136,856**	**109,776**	**77,911**	**61,229**

GENERAL FUND LEASE PURCHASE VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE - FY 2019-20

Description	Replace Yr	Estimated Replace Cost	18-19	19-20	20-21	21-22	22-23	23-24
Solid Waste:								
Replace 2004 Volvo Commercial #438	14/15	241,162	30,770	-	-	-	-	-
Rep "04 Volvo Commercial #440	14/15	241,162	30,770	-	-	-	-	-
Rep '030Volvo Res (Re-Body 2007) #437	15/16	256,090	65,619	35,535	-	-	-	-
Replace 2007 Autocar Residential #446	15/16	256,090	65,619	32,810	-	-	-	-
Rep '05 Chevy Silverado 250 Pick up #441	15/16	29,639	7,595	3,797	-	-	-	-
2017 Ford F150 XL	16/17	25,508	6,560	6,560	3,280	-	-	-
2017 Volvo Commercial	16/17	250,522	64,424	64,424	32,212	-	-	-
Mack Roll off	16/17	152,850	39,307	39,307	19,653	-	-	-
Dump Bed w/Mech Dumper	16/17	12,680	3,261	3,261	1,630	-	-	-
Rep '06 John Deere Backhoe/Loader #443	17/18	96,998	25,377	25,377	25,377	12,688	-	-
Rep '09 Ford 250 #449	17/18	26,470	6,925	6,925	6,925	3,463	-	-
Autocar Res #439 (Re-Body 2012)	17/18	274,792	71,892	71,892	71,892	35,946	-	-
Autocar Res #442 (Re-Body 2012)	17/18	274,792	71,892	71,892	71,892	35,946	-	-
Volvo Commercial #447	18/19	256,293	33,566	67,132	67,132	67,132	33,566	-
Grapple Attachment for 433	18/19	61,095	8,001	16,003	16,003	16,003	8,001	-
2007 Mack Roll Off #448	18/19	157,322	20,604	41,208	41,208	41,208	20,604	-
Autocar Residential #451	**19/20**	**280,000**	-	**38,098**	**76,197**	**76,197**	**76,197**	**38,098**
Autocar Residential #452	**19/20**	**280,000**	-	**38,098**	**76,197**	**76,197**	**76,197**	**38,098**
Volvo Commercial #450	**19/20**	**265,000**	-	**36,057**	**72,114**	**72,114**	**72,114**	**36,057**
Rep '06 Freightliner Boom #445	**20/21**	**160,000**	-	-	**21,771**	**43,422**	**43,422**	**43,422**
Replace 1998 Lowboy Trailer #206	**20/21**	**11,000**	-	-	**1,497**	**2,994**	**2,994**	**2,994**
			552,182	**598,377**	**604,980**	**483,310**	**333,095**	**158,669**
Total General Fund (less Additional Equipment for Additional Positions			**1,310,022**	**1,345,369**	**1,310,717**	**1,151,360**	**973,178**	**711,948**

Lease period of four years except fire truck
Fire apparatus = **seven years *** ten years
Possible cash downpayment on some lessening future year lease payments

WATER FUND VEHICLE & EQUIPMENTREPLACEMENT SCHEDULE - FY 2019-20

Description	Replace Yr	Estimated Replace Cost	18-19	19-20	20-21	21-22	22-23	23-24
Water Administration:								
Replace 2007 Ford Expedition #533	19/20	30,000	-	30,000		-	-	
		30,000	-	30,000	-	-	-	-
Water Plant:								
Replace 2012 Chevy Colorado #534	20/21	30,000			30,000	-		
		30,000	-	-	30,000	-	-	-
Water Systems:								
LMX 100 Smart Cart	19/20	14,500	-	14,500	-	-	-	
Replace 2003 Sullari 185DPQ Air Compressor	19/20	32,000	-	32,000	-	-	-	
			-	46,500	-	-	-	-
Total Water Fund			-	76,500	30,000	-	-	-