

**ANNUAL OPERATING
BUDGET ORDINANCE
FY 2015-2016**



**TOWN OF SEVEN DEVILS
NORTH CAROLINA**

Adopted – June 9, 2015



**TOWN OF SEVEN DEVILS
ANNUAL OPERATING BUDGET ORDINANCE
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BE IT ORDAINED by the Town Council of the Town of Seven Devils, North Carolina, that the following anticipated fund revenues and departmental expenditures, together with certain fees and charges schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

SUMMARY

General Fund	\$1,411,101
Enterprise Fund	\$298,291
Total	\$1,709,392

Section 1. General Fund

Anticipated Revenues by Category -

Ad Valorem Taxes	\$794,000
State Shared Revenue	\$32,960
ABC Distribution	\$84,000
Powell Bill Allocation	\$29,375
Permits, Fees, Licenses	\$3,200
Sales Tax	\$156,866
Miscellaneous Revenue	\$83,700
Appropriated Fund Balance	\$0
Government Grants	\$30,000
Sale of Assets	\$18,000
From Capital Reserve for Outlay	\$89,000
Occupancy Tax	<u>\$90,000</u>
Total	\$1,411,101

General Fund Authorized Expenses by Department

Governing Body	\$39,240
Administration	\$272,822
Police	\$444,087
Fire	\$166,351
Public Works	\$363,526
Planning	\$5,700
Powell Bill	\$29,375
TDA	<u>\$90,000</u>
Total	\$1,411,101



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Section 2. Enterprise Fund

Anticipated Revenues by Category -

Water Operation Revenues	\$237,200
Water Taps and Connections	\$2,000
Non-Operation Revenues	\$36,200
From Capital Reserve for Capital Outlay	<u>\$22,891</u>
Total	\$298,291

Authorized Expenditures by Department –

Water – Operating	\$112,586
Non – Operating	\$123,466
Capital Outlay	<u>\$62,239</u>
Total	\$298,291



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Section 3. Levy of Taxes

An Ad Valorem tax rate of \$0.51 per one hundred (\$100) valuation of taxable property, as listed for taxes as of January 1, 2015, is hereby levied and established as the official tax rate for the Town of Seven Devils for fiscal year 2015-2016. The rate is based upon a total valuation of \$157,863,145 and an estimated collection rate of 98%, plus collection of \$5,000 in past-due taxes. The purpose of the Ad Valorem tax levy is to raise sufficient revenue to assist in financing necessary municipal government operations in Seven Devils.

Section 4. Fees and Charges

There is hereby established, for Fiscal Year 2015-2016, various fees, charges and bonds as contained in this document.

Section 5. Capital Reserve Fund

Capital reserve funds are used to accumulate resources for ongoing or future projects. The Capital Reserve Fund established by this ordinance is to be used to finance the Town's Capital Improvement Plan. The Town Council shall use the budget process to expend Capital Reserve Funds.

Section 6. Restrictions

- A. Inter-fund and interdepartmental transfer of moneys, except as noted in Section 7(B) and (C), shall be accomplished only with specific advanced approval of the Town Council.
- B. The utilization of any contingency appropriation, in any amount, shall be accomplished only by the prior authorization from the Town Council. Approval of a contingency appropriation shall be deemed a budget amendment, which transfers contingency funds from the contingency appropriation to the appropriate object of expenditure.

Section 7. Special Authorizations, Budget Officer

- A. The Town Manager shall serve as the Budget Officer.
- B. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- C. The Budget Officer is authorized to effect interdepartmental transfers of funds not to exceed ten percent (10%) of the appropriated funds for the department's allocation that is being reduced.
- D. Notification of all such transfers and reallocations shall be made to the Town Council at the next regular meeting of that body following the transfers. Approval of the minutes of the Town Council meeting in which such notification is given shall be deemed a budget amendment.

Section 8. Classification and Pay Plan

Town employees shall be given a cost of living increase of two percent (2%) and shall begin with the first payroll in the new fiscal year. The Town Manager will distribute a one percent (1%) merit increase at his discretion throughout the fiscal year.

The Town will match an employee's 401(K) contributions up to two percent (2%) of the employee's wage. This benefit only applies to employees who contribute to their 401(K) plan.



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Section 9. Travel Costs

Upon prior authorization by the Town Manager, Town employees and Officials may be reimbursed for the cost involved with official travel. Travelers may be authorized actual costs of lodging and meals plus mileage up to the maximums and provisions set forth in the Town's Personnel Handbook.

Section 10. Budget Amendments

The North Carolina Local Government Budget and Fiscal Control Act allows the Town Council to amend the budget ordinance any time during the fiscal year, so long as it complies with the North Carolina General Statutes. The Town Council must approve all budget amendments.

Section 11. Fund Balance Policy

The Fund Balance Policy for the Town of Seven Devils is to maintain a minimum fund balance of 50% of operating expenditures. These funds will be used to avoid cash-flow interruptions, generate interest income, eliminate the need for short term borrowing, and assist in obtaining and maintaining an investment-grade bond rating.

Section 12. Debt Limit Policy

The general obligation debt of the Town of Seven Devils will not exceed eight percent (8%) of the assessed valuation of the taxable property of the Town. Capital projects financed through the issuance of bonds shall be financed for a period not to exceed the expected useful life of the project. The Town of Seven Devils shall not knowingly enter into contracts creating significant un-funded liabilities.

Section 13. Utilization of Budget Ordinance

This ordinance shall be the basis of the financial plan for the Town of Seven Devils municipal government during the 2015-2016 fiscal year. Any change to this Budget Ordinance upon approval and entry into the minutes of a Town Council meeting, shall be deemed a Budget Amendment. The Budget Officer shall administer the Annual Operating Budget and shall insure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

The Finance Officer shall establish and maintain all records that are in compliance with this ordinance, and the appropriate state statutes of the State of North Carolina.

Adopted this the 9th day of June 2015.

Larry Fontaine, Mayor

Sara Miller, Town Clerk



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WATER ACCOUNT FEES – as specified in the Water Ordinance

Reconnection/Service Fee for non-payment	\$ 50.00
Request for Water Service Turn-on or off (First Four Sets Free)	N/C
Request for Water service Turn-on or off (Each Set Thereafter)	\$20.00
Short Notice Fee for Water Turn-on or off (Less than 48 hours notice)	\$10.00 each
Additional Meter Readings, per homeowner request	\$10.00 each

WATER (per month) – as specified in the Water Ordinance

Minimum Bill (3,500 gallons)	\$ 35.00
Additional gallons:	
3,501 to 6,000	\$.01/gal
6,001 to unlimited	\$.02/gal
Water Bill for Well Users	\$ 15.00

WATER TAP FEES – as specified in the Water Ordinance

Residential Tap Fee (3/4" Tap)	\$2,000.00
Any Larger Size Tap	Cost plus 15%
	With a \$ 2,500 minimum

BUILDING PERMITS – Collected by Watauga County Planning and Inspections

Residential Construction

Interior floor space, heated or unheated	\$.50 per square foot
Decks, Garages, accessory, and other similar use structures	\$.30 per square foot
Remodeling/Renovation Inspections	\$ 75.00 per inspection
Mobile Home Set Up	\$ 300.00

Commercial Construction

Interior floor space, heated or unheated	\$.65 per square foot
Decks, Garages, accessory, and other similar use structures	\$.35 per square foot
All Other Construction	\$ 200.00

Building Code Related Fees

Demolition	\$ 75.00
Construction Trailer Set Up	\$ 75.00
Construction of Temporary Site Service	\$ 40.00
Electrical Permit for Sign Lighting	\$ 75.00
Re-inspections / Call Back	\$ 75.00
Electrical Service Change	\$ 75.00
Heating Unit Change Out	\$ 75.00
Air Conditioning Unit Change Out	\$ 75.00
Refrigeration Unit Change Out	\$ 75.00



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Miscellaneous Building Code Fees

Reasonable Fees not specifically addressed elsewhere in this ordinance may be charged at the discretion of the Town Manager/Director of Planning or his/her designee, and may not be less than: \$ 75.00

Renewing Expired Permits

If any building permit expires or is revoked by Watauga County Planning and Inspections or any other permit issued by Seven Devils becomes invalid because of no activity, the applicant must apply for a new permit to be issued by the respective authority and pay the appropriate fees.

Permit Fees for Entities of Government

No permit fees shall be charged to any Federal, State, or Local Governmental entity, or its department within the Town of Seven Devils jurisdiction.

Failure to Secure Permits

For the failure to secure any required permits prior to starting construction, double fees will be charged in order to cover extra administrative costs associated with enforcement actions.

SIGN PERMITS

Freestanding Signs	\$ 50.00
Temporary Signs	\$ 15.00
Real Estate Signs	\$ 15.00
Off-Premise Signs	\$ 50.00

Failure to obtain required sign permits or allowing sign permits to be displayed after they expire will result in a civil penalty of \$50.00 plus the cost of the required permit. Failure to pay the civil penalty will result in being unable to obtain a new sign permit until such penalties are paid.

PLANNING & ZONING

Zoning Permits/Site Plan Review	\$ 250.00
Rezoning	\$ 500.00
Zoning Text Amendment	\$ 500.00
Conditional Use Permit	\$ 500.00
Variance, Waiver, and Administrative Review	\$ 100.00/action/lot
Petition for Annexation	\$ 100.00

DEVELOPMENT FEES

Subdivision Plat Review	\$ 250.00
Re-submittal of Preliminary Plat	\$ 125.00
Driveway Permit	\$ 200.00
Grading Permit	\$ 200.00

Review of Construction plans: To be determined at the time of approval for the preliminary plat.



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Inspections: To be determined at the time of approval for the preliminary plat.

FIRE DEPARTMENT FEES

Fire Inspection \$ 30.00

ADMINISTRATIVE FEES

Faxes per page (Sent) \$ 1.00
Faxes per page (Received) \$.50
Copier usage (Per Page) \$.10 B/W, \$.15 Color
Returned Check or Denied Draft Fee \$ 25.00
Notary Fee (per document) \$ 5.00
Credit Card Convenience Fee 3% of transaction amount

PRIVILEGE LICENSE

Privilege Licenses will be charged in accordance with the State of North Carolina's charge for a designated business, industry, or use.

SINGLE-FAMILY DWELLING BUILDING BOND \$ 2,500.00

Prior to issuance of a building permit for a single family dwelling, a deposit is collected to cover the cost the Town may incur, such as: water loss, road damage, job cleanups, or legal fees incurred by the Town that are the result of construction of the dwelling. Additionally, the deposit serves as a guarantee by the property owner to meet all requirements of the Town of Seven Devils regarding the completion of the site including drainage issues and landscaping.

SUBDIVISION PERFORMANCE GUARANTEE 125% of costs

The Subdivision Ordinance requires a Performance Guarantee prior to approval of a permit for construction of the improvements required by the Ordinance. Such guarantee must be in the form of a surety bond made by a surety company licensed to do business in North Carolina or other guarantee acceptable to the Town of Seven Devils.

SUBDIVISION IRREVOCABLE LETTER OF CREDIT 10% of estimated costs

Prior to approval of the Final Plat the Town requires an irrevocable Letter of Credit guaranteeing utility taps, curbs, gutter, street pavement, sidewalks, drainage facilities, water and sewer lines and other improvements against defects for two (2) years. The developer shall submit either an engineer's certified estimate of cost of install all improvements or a copy of the executed contract for the installation of all improvements.

**CONSTRUCTION PERFORMANCE BOND 125% of costs
(\$2,500.00 minimum)**

Prior to the issuance of a construction permit, Section 3.2 of the Construction Ordinance requires a performance bond to be made to the Town of Seven Devils naming Seven Devils as the beneficiary, to insure completion of work related to the project including, but not limited to, grading, drainage, erosion control measures, driveway construction, landscaping, and retaining walls. The bond shall be in the form of a surety bond made by a surety company licensed to do



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business in North Carolina, for 125% of the cost based upon either an engineer's estimate or cost or copy of a contract to perform the work. The minimum shall be \$2,500. If the work is not completed within one year, the Town of Seven Devils may make demand on said guarantee/bond. The Town may grant the contractor up to one additional year to complete the improvement if justified.