

Budget Ordinance - Fiscal Year 2008-2009

Be it ordained by the Board of Commissioners of the Town of Pittsboro, North Carolina, this 9th day of June, 2008, that the following fund revenues and departmental expenditures together with certain restrictions and authorizations are adopted:

Section I. General Fund

<u>Revenues Anticipated Source</u>	<u>Amount</u>
Ad valorem Taxes for 2008	\$ 1,215,600
Ad valorem Taxes (prior years)	20,000
Tax Penalties and Interest	3,000
Local Option Sales Taxes	456,800
Powell Bill	110,000
License and Permits	15,500
Utilities/Cable Franchise Taxes	100,700
Interest Earned on Fund Balance	70,000
Solid Waste Revenues	425,000
Officer Fees	1,600
Recreation/Community Bldg. Rent	3,500
Fund Balance Appropriation	57,619
Transfer from Enterprise Fund (Admin. Support)	230,358
Telecommunications Tax	29,000
Other Revenues	<u>86,600</u>
Total General Fund Revenue	\$ 2,825,277

B. Expenditures authorized by Department

<u>Department</u>	<u>Amount</u>
Governing Board	\$ 38,200
Administration	508,241
Legal	22,000
Planning	227,709
Police	811,757
Fire	283,415
Streets	181,940
Powell Bill	151,388
Public Building and Grounds	113,327
Sanitation	410,000
Recreation	<u>77,300</u>
Total General Fund Expenditures	\$ 2,825,277

Section II. Enterprise Fund

A. Revenues Anticipated

<u>Source</u>	<u>Amount</u>
Water Charges	\$ 1,170,000
Wastewater Charges	867,000
Interest Earned on Fund Balance	55,000
Penalties and Reconnect Fees	35,000
Other Revenues	36,000
Fund Balance Appropriation	<u>75,260</u>
Total Enterprise Revenue	\$ 2,238,260

B. Expenditures Budgeted

<u>Department</u>	<u>Amount</u>
Administration	\$ 125,695
Water Treatment Plant	745,028
Waste Water Treatment Plant	586,610
Public Utility Maintenance	508,747
Debt Service	<u>272,180</u>
Total Expenditures	\$ 2,238,260

Section III. Capital Reserve Funds

A. General Fund Capital Reserve Revenues

Interest Earned	\$ 1,250
-----------------	----------

B. General Fund Capital Reserve Expenditures

Reserved for Future Improvements	\$ 1,250
----------------------------------	----------

C. Enterprise Fund Capital Reserve Revenues

Interest Earned	\$ 5,000
Water Access Charges	\$ 147,728
Water Capital Recovery Charge	\$ 103,200
Sewer Access Fees	\$261,000
Sewer Capital Recovery Charge	<u>\$144,200</u>
Total Enterprise Fund Capital Reserve Revenues	\$661,128

D. Enterprise Fund Capital Reserve Expenditures

Reserved for Future Improvements	\$661,128
----------------------------------	-----------

Total of All Funds	\$5,724,665
--------------------	-------------

The Town currently has two special projects which have project budgets established for them. The project budgets carry through from fiscal year to fiscal year until they are closed out. These projects are the Credle Street Rehabilitation Project Phase II (\$400,000) and the Disinfection Byproducts Reduction Project (\$365,000).

Section IV. Tax Rate Established

An Ad valorem tax rate of \$0.363 per \$100.00 assessed value is maintained for the official tax rate for the Town of Pittsboro for Fiscal Year 2008-2009. This rate is based on the new evaluation and uses an anticipated collection rate of 97.0% which is consistent with prior years. One cent will generate approximately \$31,396 in real and personal property taxes.

Section V. General Fund Fees and Charges for Service

A. Residential solid waste and recycling collection and disposal

1. Base Rate. \$180.00 per year on the tax bill.
2. Solid Waste Customers in New Residential Dwellings. Customers requesting solid waste collection for residential pickup in new homes will pay at the time of request for service an amount pro-rated relative to the number of months remaining in the calendar year.

B. Commercial solid waste service

	<u>Service Per Week</u>	<u>Monthly Fee</u>
Per Roll-out Container	1	\$ 21.25
4 yard	1	\$ 89.25
4 yard	2	\$178.50
6 yard	1	\$116.50
6 yard	2	\$232.50
8 yard	1	\$148.00
8 yard	2	\$296.00

C. Zoning, Site Plan Review, Petition for Annexation and Subdivision Application Fees

1. Zoning Application Fees
 - a. Zoning Compliance Certificate – Existing Structure \$ 25.00
 - b. Zoning Compliance Certificate – New Structure \$ 45.00
 - c. Zoning Conformity Letter \$ 45.00
 - d. Rezoning \$300.00
 - e. MUPD Rezoning (cost of technical review plus) \$800.00
 - f. Special Use Permit \$350.00
 - g. Conditional Use District Rezoning \$350.00
 - h. Comprehensive Plan Amendment \$350.00
 - i. Zone Text Amendment \$375.00

Attachment (1)

j. Subdivision Regulation Amendment	\$375.00
k. Commercial Site Plan:	
➤ ½ acre or less	\$300.00
➤ ½ acre less than 1 acre	\$425.00
➤ over 1 acre or portion thereof	\$425.00/acre
l. Variance/Appeal	\$350.00
m. Petition for Annexation	\$375.00
n. Signs:	
➤ Residential Temporary	\$ 50.00
➤ Non Residential – Free standing	\$150.00
➤ Non Residential – Wall sign	\$100.00
o. Flood plain Determination	
➤ With building permit	\$ 15.00
➤ Without building permit	\$ 25.00
➤ Non Residential – Free Standing	\$150.00
p. Petition to abandon street r-o-w	\$300.00

2. Zoning Inspection Fees

a. Engineering plan review	\$80.00/hr
b. Field inspection	\$65.00/hr

Note #1 – Site Plan Review must include Storm Water Control Plans in conformity with North Carolina Phase II Storm Water Regulations.

Note #2 - Site Plans with off-street parking, landscaping and buffering/screening requirements will be required to post adequate security in an amount as recommended by the Planning Board and approved by the Board of Commissioners.

3. Subdivision Application Fees

a. Minor Subdivision (1 – 5 lots)	\$100.00/Lot
b. Major Subdivision –	
1. 6 to 10 lots	\$ 1,750.00
2. 11 to 20 lots	\$ 2,500.00
3. 21 to 30 lots	\$ 3,000.00
4. 31 to 40 lots	\$ 3,500.00
5. 41 or more lots	\$ 95.00/lot

- c. In addition, subdivisions involving municipal utilities will pay a fee of \$1.50/foot for inspection for each linear foot of water, wastewater and roadway construction. Fees associated with review and inspection must be paid to the Town at the time of submittal of construction plans. Plans will not be accepted until these fees are paid.
- d. Recreation fees in lieu of dedication \$500.00/lot

D. Storm Water Control Plan Review. \$100.00/acre of site or subdivision to be reviewed with a minimum of \$250.00 per application and a maximum limited to the

Town’s cost for engineering review plus 10%. This fee shall be paid at preliminary site plan review or subdivision construction plan submittal.

- E. Community Building and Picnic Shelter Rent – Rental is based on 1-3 hours of use per day with each additional hour being a pro-rated amount and subject to availability. Persons desiring to use the Community Building for periods exceeding ten days must make formal request to Town Board of Commissioners.
 - 1. Community Building. Base rate is \$60.00 per use per day and then \$20.00/hour. Ten or more days per year \$25.00/per day and then \$8.33/hour. Deposit is \$75.00. Renting Party is responsible for leaving building and grounds clean and returning all keys before deposit is refunded.
 - 2. Picnic Shelter. Base rate is \$15.00 per day.
- F. Administrative Service Fees
 - 1. Copying Fee. \$0.15 per page.
 - 2. Returned Check Fee. \$35.00 per occurrence.

Section VI. Enterprise Fees and Rates

A. Water and Waste Water Rate Schedule

	Water		Waste Water	
	Inside	Outside	Inside	Outside
Basic Service Charge (Flat monthly fee for meter reading, billing and accounts management)				
Meters ≤ 1 inch	\$ 5.00	\$10.00	\$ 2.00	\$ 4.00
Meters > 1 inch	\$ 10.00	\$20.00	\$ 4.00	\$ 8.00
Plus a monthly usage fee per 1000 gallons				
0 to 2,000 gallons	\$ 3.75	\$ 7.50	\$ 5.42	\$10.84
2,001 to 6,000 gallons	\$ 3.94	\$ 7.88	\$ 5.69	\$11.40
> 6,000 gallons	\$ 4.13	\$ 8.26	\$ 5.96	\$11.92

B. Meter Tampering, Reconnection and Unauthorized use of Water System

- 1. Tampering and Reconnection Fees. Fee for unauthorized tampering with the Town of Pittsboro Water System or its meters will be \$100.00. Reconnection fees will be \$50.00 during normal working hours and \$100 after normal working hours.

2. Meter Testing and Meter Repair Fees. Required Meter and Backflow Prevention Testing Fees will be actual costs associated with the testing and/or repair of the Meter plus an additional 50% to enable the Town to recoup its cost.

G. Bulk Water Sales. Sale of potable water can be purchased at a rate of \$100 per 10,000 gallons with prior approval by the Town Manager or his/her designee.

H. Provision of Service for Internal Fire Suppression. In lieu of a meter to be placed on water service line provided for internal sprinkler systems which are installed for fire suppression services a flat monthly rate will be charged. The charges will be as follows:

1. 4" fire suppression service	\$55.00/month
2. 6" fire suppression service	\$70.00/month
3. 8" fire suppression service	\$85.00/month

I. Access Fees. This fee is designed to compensate the Citizens of Pittsboro for their investment in the Water and Wastewater treatment facilities. The access fees will be collected at the time a zoning compliance certificate is applied for from the Town of Pittsboro. The fee will be based on the volume of capacity needed according to the North Carolina Administrative Code T15A:02H.0200 and will be charged at the following rates:

<u>Water</u>	<u>Wastewater</u>
\$5.50/gallon/day	\$10.00/gallon/day

J. Capital Recovery Fee. This fee is established as a financial mechanism to recoup the funds needed to construct and maintain major artery/outfall lines, which serve the Town's water and waste water systems, and will be paid by the property developer making the improvement before approval of the final plat or site plan.

No extension of time associated with Preliminary Plats will be approved by the Town Board of Commissioners without payment-in-full of all Capital Recovery fees associated with the development.

Should off-site improvements be necessary to develop a parcel of real estate or a tract of real estate, these improvements will be at the developer's expense, consistent with the Street and Utility Specification of the Town and with the approval of the Town Board. The Capital Recovery Fee Schedule (per net acre to be developed) for FY 2008-2009 is as provided below:

<u>Zoning District</u>	<u>Water</u>	<u>Reuse Water</u>	<u>Wastewater</u>
R-10	\$2,200	\$2,200	\$3,300
R-12	\$1,800	\$1,800	\$2,700
R-15	\$1,450	\$1,450	\$2,200
RA & RA 2	\$1,300	\$1,300	\$2,000
O & I	\$2,200	\$2,200	\$3,300

Multifamily/PUD/MHP	\$3,200	\$3,200	\$4,800
C-1	\$3,850	\$3,850	\$5,800
C-2	\$2,650	\$2,650	\$4,000
M-1	\$2,650	\$2,650	\$4,000
M-2	\$3,400	\$3,400	\$5,100

- K. **Connection Fees.** These fees are charged to the individual lot that has water /and wastewater available to the respective lots and will be the **actual cost** for the connection and any associated extension of the Town’s Utility System.

Individual lots requesting connection will pay an Access Charge and a pro-rated Capital Recovery Fee based on the zoning district in which it is located. Estimates for the work to be performed will be obtained by the Town and provided to the entity requesting connection. Fifty-percent of the total amount of the costs associated with the connection, including applicable fees, will be paid to the Town before the work is performed with the remainder to be paid in full before the service, water or wastewater, is provided.

- L. **Meter Fee.** Requests for the installation of ¾-inch water meters will be \$250.00. All other size meters will be charged to the requesting entity at the cost of the meter to the Town.

SECTION VII. Special Authorization – Town Manager (Budget Officer)

- A. The Town Manager shall serve as Budget Officer and shall be authorized to reallocate departmental appropriations among the various objects of expenditure as he believes necessary.
- B. The Town Manager shall be authorized to effect interdepartmental transfers, in the same fund, not to exceed 10% of the appropriated monies for the department whose allocations are reduced. Notation of all such transfers shall be made to the Board of Commissioners at the next succeeding financial report.
- C. The Town Manager may make interfund loans for a period of not more than 60 days.
- D. Interfund transfers, established in the budget document may be accomplished without recourse to the Board.

SECTION VIII. Restriction – Town Manager (Budget Officer)

- A. The interfund transfer of monies, except as noted in Section VII paragraph C and D shall be accomplished by Board authorization only.
- B. No unbudgeted capital equipment outlays greater than \$5,000 will be made or obligated without obtaining approval from the Town Board. Capital equipment purchases in the approved budget and under \$90,000 may be completed by the Town

Manager without further consultation with the Board. Capital equipment purchases over \$90,000, budgeted or unbudgeted, require a formal bid process and must be approved by the Board of Commissioners.

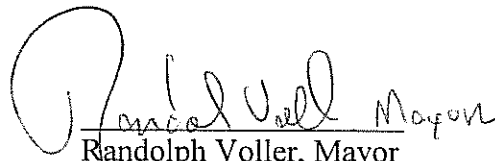
- C. No unbudgeted capital improvement project outlays greater than \$10,000 will be made or obligated without obtaining approval from the Town Board except in an emergency when such projects are required to restore the water treatment plant, wastewater treatment plant or other critical Town facilities to normal operations after a service interruption. In the event of such a maintenance emergency, the Town Manager may take the necessary steps to make emergency repairs and will notify all members of the Town Board by telephone of the nature of the emergency and the estimated cost of the repairs.
- D. Contracts for budgeted capital improvement projects that meet the State requirements for informal bids (less than \$500,000) may be executed by the Town Manager without referral to the Town Board; however the Town Board may elect to conduct a formal bid process, including a review of the Town Manager's recommendation for bid award, on any specific project regardless of cost. Contracts for budgeted capital improvement projects that meet the State requirements for formal bids (over \$500,000) will be executed by the Town Manager only after a competitive bid process and only after the Town Board has approved the award of the contract to the lowest responsive bidder.

This Ordinance and the budget document shall be the basis of the financial plan for the Town of Pittsboro Government during the 2008-2009 fiscal year. The Budget Officer shall administer the budget and he shall insure that operating officials are provided guidance and sufficient details to implement their appropriated portion of the budget. The accounting section shall establish records which are in consonance with the budget, this Ordinance and the appropriate statutes of the State of North Carolina.

Adopted this the 9th day of June 2008.

ATTEST:


Alice F. Lloyd, CMC, Town Clerk


Randolph Voller, Mayor