

ORDINANCE NO. 2021-012012

AN ORDINANCE OF THE VILLAGE OF BALD HEAD ISLAND, NORTH CAROLINA,  
ADOPTING A BUDGET FOR FISCAL YEAR 2021-2022

WHEREAS, the proposed budget for the Village of Bald Head Island, North Carolina, was submitted to the Village Council on May 21, 2021; and

WHEREAS, a public hearing was held on June 18, 2021; and

WHEREAS, the Village Council has fully considered matters associated thereto, including supplemental recommendations associated with it, and desires to enact a budget ordinance for the fiscal year beginning July 1, 2021, and continuing through and including June 30, 2022.

NOW, THEREFORE, BE IT ORDAINED by the Village Council of the Village of Bald Head Island, North Carolina, as follows:

**Section 1.** The fiscal year 2021-2022 budget, covering the financial operations of the Village of Bald Head Island during the period of July 1, 2021 through June 30, 2022 inclusive, which is attached hereto and incorporated herein by reference as if fully set herein verbatim.

**Section 2.** It is estimated that the following revenues will be available and are hereby approved for the Village of Bald Head Island's General Fund (Fund 10) for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

General Fund Revenues	
Class	Amount
AD VALOREM	\$ 8,382,400
INTEREST	\$ 1,600
OTHER	\$ 1,262,000
UNRESTRICTED	\$ 769,750
RESTRICTED	\$ 173,200
CONTRACTOR	\$ 372,100
MISC	\$ 23,100
SALES-SERVICES	\$ 9,000
PERMITS-FEES	\$ 602,700
FB APPROPRIATED	\$ 750,400
IPC	\$ 418,750
<b>Total</b>	<b>\$ 12,765,000</b>

**Section 3.** The following amounts are hereby appropriated in the General Fund for the operation of the Village's government and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022, in accordance with the chart of accounts heretofore established for the Village.

<b>General Fund Expenditures</b>	
<b>Department Name</b>	<b>Amount</b>
Public Safety 4300	\$ 2,874,700
Shoreline Development	\$ 681,100
GOV. BODY 5100	\$ 22,500
Admin 5200	\$ 1,921,300
IT 5201	\$ 183,700
HR 5202	\$ 64,400
Development Serv 5300	\$ 123,950
IPC 5400	\$ 418,750
Contractor Services 6400	\$ 241,900
DEBT SERVICE -7000	\$ 3,626,200
CAPITAL OUTLAY - 7100	\$ -
TRANSPORTATION -7200	\$ 640,000
Public Works 8100	\$ 1,966,500
<b>Total</b>	<b>\$ 12,765,000</b>

**Section 4.** The Ad Valorem Tax Rates in effect for the Fiscal Year 2021 - 2022 are adopted and detailed in Section 5.

**Section 5.** The estimated revenue accruing from Ad Valorem Taxes for Fiscal Year 2021 - 2022 is based on the assessed tax rates of real and personal property, as follows:

- **Island-Wide = \$0.6863** for each \$100 valuation of the total taxable valuation base of **\$1,156,220,487**.
- **Municipal Service District Zone A = \$0.0908** for each \$100 valuation of the taxable valuation base of **\$273,630,325**.
- **Municipal Service District Zone B = \$0.0556** for each \$100 valuation of the taxable valuation base of **\$351,235,760**.
- The estimated tax collection percentage is 99.54%.

**Section 6.** Revenue generated for the fiscal year ending June 30, 2022 from \$0.1750 of the island-wide Ad Valorem taxes, \$0.0908 of the Municipal Service District Zone A Ad Valorem Taxes, and \$0.0556 of the Municipal Service District Zone B Ad Valorem Taxes will be utilized for repayment of GO Bond and Marina Park Debt.

**Section 7.** Any amount of GO Bond or Marina Park Debt not funded by Ad Valorem Taxes as indicated by Section 6 of this ordinance shall be funded by Accomodation Tax Revenues for the fiscal year ending June 30, 2022. The balance of the Shoreline Protection Department (4700) not funded by grant revenues shall be funded by the Fiscal Year ending June 30, 2022 Accomodation Tax Revenues. Any balance of Accomodation Tax Revenues remaining, if any, may be utilized for any expenses as approved in S.L. 1991-664, S.L. 1993-617 and/or S.L. 1997-364 or transfered into the Beach Renourishment Fund.

**Section 8.** It is estimated that the following revenues will be available and are hereby approved for the Village of Bald Head Island's Water and Sewer Fund (Fund 31) for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

<b>Water and Sewer Fund Revenues</b>	
<b>Revenues</b>	<b>Amount</b>
WATER - SERVICE	\$ 913,700
WATER - TAP FEES	\$ 308,800
SEWER - SERVICE	\$ 1,079,100
SEWER - TAP FEES	\$ 434,000
Septic Maint. Reserve	\$ 20,800
DEBT / CAPITAL SURCHARGE	\$ 262,800
PORT-O-JOHN RENTALS	\$ 73,800
MISC. REVENUE	\$ 5,000
<b>Total</b>	<b>\$ 3,098,000</b>

**Section 9.** The following amounts are hereby appropriated in the Water and Sewer Fund (Fund 31) for the operation of the Village's water and wastewater utilities for the fiscal year beginning July 1, 2021 and ending June 30, 2022, in accordance with the chart of accounts heretofore established for this Village:

<b>Water and Sewer Fund Expenditures</b>	
<b>Department Name</b>	<b>Amount</b>
Utilities - 7130	\$ 2,044,490
Capital Outlay - 7400	\$ 1,053,510
<b>Total</b>	<b>\$ 3,098,000</b>

**Section 10.** It is estimated that the following revenues will be available and are hereby approved for the Village of Bald Head Island's Stormwater Fund (Fund 41) for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

<b>Stormwater Fund Revenues</b>	
<b>Revenues</b>	<b>Amount</b>
Stormwater Fees	\$ 126,300
<b>Total</b>	<b>\$ 126,300</b>

**Section 11.** The following amounts are hereby appropriated in the Stormwater for the fiscal year beginning July 1, 2021 and ending June 30, 2022, in accordance with the chart of accounts heretofore established for this Village:

<b>Stormwater Fund Expenditures</b>	
<b>Account Names</b>	<b>Amount</b>
Engineering	\$ 10,000
Stormwater Equipment	\$ 20,000
Construction	\$ 96,300
<b>Total</b>	<b>\$ 126,300</b>

**Section 12.** This ordinance includes Attachment 1, which includes a Schedule of Fees for the Village of Bald Head Island and Pay and Classification Schedule. The Schedule of Fees is hereby adopted for the provision of services by the Village for the Fiscal Year beginning July 1, 2021 and is hereby effective on that same date. The Pay and Classification Schedule is hereby adopted by the Village for the Fiscal Year beginning July 1, 2021.

**Section 13.** In the Water and Sewer Fund Schedule of Fees, the funds collected with the Customer Service Charge are used for repairs and maintenance for ongoing services, plant capacity usage by customers and funding utility plant and infrastructure improvements necessary to maintain existing water and sewer services to customers.

**Section 14.** The Village Manager, as Budget Officer, or their designee, is hereby authorized to re-allocate appropriations as contained herein under the following conditions:

- a). They may transfer between line item expenditures within a department without limitation and without a report to the Village Council being required.
- b). They may transfer amounts between departments, within the same fund. Transfers in excess of \$25,000 shall be reported to the Village Council at the next regular meeting following said transfer.
- c). They may not transfer any amounts between funds, except as approved by the Village Council in the Budget Ordinance, as amended.

**Section 15.** All public funds which will accrue to the Village of Bald Head Island during the period beginning July 1, 2021 through June 30, 2022 inclusive, shall be deposited at PNC Bank or the North Carolina Capital Management Trust. Cash receipts shall be deposited at First Bank Southport, NC 28461 and then transferred to PNC Bank, as State Statutes allow and as the Finance Director sees fit.

**Section 16.** Copies of this Budget Ordinance shall be furnished to the Village Clerk, to the Governing Board and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds. A copy will also be made available in Village Hall.

Adopted this, the 18 day of June, 2021.



By: \_\_\_\_\_

JAS  
J. Andrew Sayre, Mayor

ATTEST: \_\_\_\_\_

Daralyn M. Spivey  
Daralyn M. Spivey, Village Clerk

ATTACHMENT I  
 FISCAL YEAR 2021 - 2022  
 VILLAGE OF BALD HEAD ISLAND  
 Internal Combustion Engine (ICE) Permit Fees  
 Effective July 1, 2021

Overall Vehicle Length Stem to Stern		CATEGORY	DAILY ICE FEE	ANNUAL ICE FEE
EQUAL TO OR GREATER THAN	BUT LESS THAN			
0 feet	15 feet	I	\$20	\$190
15 feet	21 feet	II	\$65	\$640
21 feet	27 feet	III	\$115	\$1,190
27 feet	33 feet	IV	\$230	\$2,370
33 feet		V	\$315	\$3,160

**PRORATED ANNUAL SCHEDULE**

CATEGORY	JULY - SEPT	OCT -DEC	JAN - MAR	APR - JUN
CAT I	\$190	\$145	\$95	\$50
CAT II	\$640	\$480	\$320	\$160
CAT III	\$1,190	\$900	\$595	\$300
CAT IV	\$2,370	\$1,780	\$1,185	\$600
CAT V	\$3,160	\$2,370	\$1,580	\$790

ATTACHMENT I  
 FISCAL YEAR 2021 - 2022  
 VILLAGE OF BALD HEAD ISLAND  
 Island Package Center and Post Office Fees  
 Effective July 1, 2021

Item	Description of Fee	Amount
1	<u>IPC Services</u>	
	Notary	\$ No fee
	Copies - Black & White	\$ 0.18 per page
	Copies - Color	\$ 0.59 per page
	Printing - Black & White	\$ 0.18 per page
	Printing - Color	\$ 0.59 per page
	Scan & Email	\$ 0.15 per page
	Fax	\$ 0.15 per page
2	<u>USPS Services</u>	
	First Class Stamp	Rate Set by USPS
	First Class Stamp (Book)	Rate Set by USPS
	First Class Stamp (Roll)	Rate Set by USPS
	Priority Flat Rate Envelope	Rate Set by USPS
	Priority Small Flat Rate Box	Rate Set by USPS
	Priority Medium Flat Rate Box	Rate Set by USPS
	Priority Large Flat Rate Box	Rate Set by USPS
	Certified Mail Fee	Rate Set by USPS
Return Receipt Requested	Rate Set by USPS	
3	<u>Shipping Supplies</u>	
	Envelope (#10)	\$ 0.10
	Envelope (9 x 12)	\$ 0.50
	Padded Envelope (6 x 9)	\$ 1.00
	Padded Envelope (12 x 18)	\$ 2.00
	Box (6 x 6 x 6)	\$ 2.00
	Box (12 x 6 x 6)	\$ 2.00
	Box (12 x 12 x 12)	\$ 5.00
	Box (12 x 12 x 48)	\$ 8.00
	Box (16 x 16 x 16)	\$ 6.00
	Box (20 x 20 x 25)	\$ 9.00
	Box (24 x 5 x 18)	\$ 5.00
	Box (36 x 5 x 30)	\$ 8.00
	Box (36 x 6 x 42)	\$ 15.00
	Poly Bag (15 x 19)	\$ 2.00
4	<u>Other Services</u> Village Manager's Discretion	

ATTACHMENT I  
 FISCAL YEAR 2021 - 2022  
 VILLAGE OF BALD HEAD ISLAND  
 Public Works Removal Service Fees  
 Effective July 1, 2021

Item	Description of Fee	Amount
1	<u>Special Pick Ups</u>	
	Household - Large Item Pickup, per trip (limited to 2 items per trip)	\$ 100.00
	Mattress pickups	\$ 85.00
2	<u>Yard Debris Removal</u>	
	First Truck Load	No Charge
	Each Additional Truck Load	\$ 50.00
3	<u>Special Events</u>	
	Special Events, for profits or private events (first 2 trash cans)	\$ 75.00
	Special Events, for profits or private events (each additional can after first 2 trash cans)	\$ 75.00
	Special Events, non profit organizations, public events	No Charge
4	<u>White Goods</u>	
	White Goods Drop Off (hot water heaters, refrigerators, washers, dryers, etc.)	\$ 50.00

ATTACHMENT I  
 FISCAL YEAR 2021 - 2022  
 VILLAGE OF BALD HEAD ISLAND  
 Contractor Services Schedule of Fees  
 Effective July 1, 2021

Item	Description of Fee	Amount
1	<u>Parking</u>	
	ICE Vehicle Parking	
	Monthly	\$90
	Annual	\$1,020
	Temporary - Overnight	\$20
	Temporary( 30 Calendar Days)	\$180
	Golf Cart Parking monthly	\$40
Golf Cart Parking Annually	\$440	
2	<u>Fuel Sales</u>	
	Gasoline Sales	Wholesale plus, price
	Diesel Fuel Sales	Wholesale plus, price
3	<u>Container Rentals</u>	
	Container Monthly	\$200
	Container Annually	\$2,200
4	<u>Contractor Services Building Rental</u>	
	Storage Unit Rental, monthly price; includes one parking place on concrete in front of respective unit.	\$750
	Break Room Training Rental, per event	\$125



ATTACHMENT I  
 FISCAL YEAR 2021 - 2022  
 VILLAGE OF BALD HEAD ISLAND  
 Development Services Schedule of Fees  
 Effective July 1, 2021

Item	Description of Fee	Amount
1	<b><u>Building Permit Fee - Based on Valuation</u></b>	
	0 - \$5,000	\$ 60.00
	\$5,000 - \$15,000	\$ 100.00
	\$15,001 - \$25,000	\$ 150.00
	\$25,001 - \$30,000	\$ 225.00
	> \$30,000 = \$7.00 per \$1,000 or fraction thereof	
2	<b><u>Structure Valuation (per square foot)</u></b>	
	Residential Heated Space	\$ 155.00
	Commercial Heated Space	\$ 175.00
	Residential Covered Area	\$ 75.00
	Commercial Covered Area	\$ 90.00
	Residential Uncovered Area	\$ 55.00
	Commercial Uncovered Area	\$ 55.00
3	<b><u>Heating and Air Conditioning</u></b>	
	Electrical Mechanical System	\$ 70.00
	Gas Mechanical System	\$ 70.00
4	<b><u>Electrical</u></b>	
	Temporary Service	\$ 40.00
	Living Units	\$ 150.00
	Crofter Units	\$ 40.00
	Commercial Units	\$ 200.00
5	<b><u>Fire Prevention</u></b>	
	Fire Alarm System	\$ 60.00
	Fire Sprinkler System	\$ 60.00
	Commercial Fire/Safety Inspection	\$ 75.00
6	<b><u>Plumbing</u></b>	
	Basic Charge	\$ 50.00
	Fixture Units (including water heater and outside shower)	\$ 6.00

ATTACHMENT I  
 FISCAL YEAR 2021 - 2022  
 VILLAGE OF BALD HEAD ISLAND  
 Development Services Schedule of Fees  
 Effective July 1, 2021

Item	Description of Fee	Amount
7	<b><u>Minor Permits</u></b>	
	Re-roofing	\$ 40.00
	Wiring Lift Pumps	\$ 40.00
	Replace Defective HVAC Units	\$ 40.00
	Project Requiring New Electric Service	\$ 50.00
	Re-inspection Fee	\$ 75.00
	LP Tanks	\$ 40.00
	Fences	\$ 40.00
	Docks/Piers, per square foot	\$ 30.00
	Bulkheads, per linear foot	\$ 0.60
	Landscape Permit	\$ 40.00
	Tents	\$ 50.00
8	<b><u>Penalties</u></b>	
	Penalties for Work without Permit	\$ 250.00
9	<b><u>Land Use Development Review</u></b>	
	<b>Development Application Fees</b>	
	<u>Subdivision Plans (per submission):</u>	
	Preliminary Plat Review	\$ 1,200.00
	Final Plat Review	\$ 1,000.00
	<b>Planned Unit Development Plans</b>	
	<u>Master Plan Review:</u>	
	Original Submission	\$ 2,000.00
	Amendments	\$ 1,400.00
	<u>Site Specific Plan Review:</u>	
	Preliminary Site Specific Plat	\$ 1,000.00
	Final Site Specific Plat	\$ 1,000.00
	<b>Permit Applications</b>	
	Conditional Use Permit	\$ 700.00
	Special Use Permit	\$ 700.00
	<b>Zoning Ordinance Amendment Applications</b>	
	Rezoning Request	\$ 1,000.00
	Text Amendment	\$ 500.00
	<b>Board of Adjustments</b>	
	Appeals, Variance Requests, etc.	\$ 400.00

ATTACHMENT I  
 FISCAL YEAR 2021 - 2022  
 VILLAGE OF BALD HEAD ISLAND  
 UTILITY FEE SCHEDULE  
 Effective July 1, 2021

Item	Description of Fee	Amount
1	<u>Connection Charges</u>	FY 22
	<b>Water, Residential</b>	
	3/4 inch meter	\$ 12,307
	1 inch meter	\$ 12,922
	2 inch meter	\$ 15,381
	<b>Sewer, Residential</b>	
	Grinder Pump Required	\$ 6,148
	No Grinder Pump Required	\$ 1,230
	<b>Irrigation, Residential &amp; Non-Residential</b>	
	3/4 inch meter, with testable check, existing water (tap) connection required	\$ 1,230
	1 inch meter, with testable check, existing water (tap) connection required	\$ 1,473
	3/4 inch service discontinued, (equipment removed), refund amount	\$ 591
	1 inch service discontinued, (equipment removed), refund amount	\$ 709
	<b>Water Non-Residential</b>	
	Per Residential Equivalent Unit (REU)	\$ 12,307
	1 inch meter (Minimum Charge)	\$ 12,922
	2 inch meter (Minimum Charge)	\$ 15,381
	<b>Sewer Non-Residential</b>	
	Grinder Pump Required (Per Pump)	\$ 6,148
	No Grinder Pump Required (Gravity Connection)	\$ 1,230
	<b>Fire Protection Service</b>	
	Residential 2" tap	\$ 615
	Non-Residential 2" (Larger taps will be at additional Charge)	\$ 615
	<b>Customer Service Charge</b>	
	Residential	\$ 12,307

ATTACHMENT I  
 FISCAL YEAR 2021 - 2022  
 VILLAGE OF BALD HEAD ISLAND  
 UTILITY FEE SCHEDULE  
 Effective July 1, 2021

Non-Residential, per REU rating	\$	12,307
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2      **Utility Service (Monthly Charges)**

**Residential Water - Usage Charge, per 1,000 gallons**

Base Charge, zero usage	\$	21.75
Tier 1 (usage 0-3,000 gallons)	\$	6.14
Tier 2 (usage > 3,000 gallons)	\$	10.06

**Residential Sewer**

Base Charge	\$	68.62
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**Non-Residential Water, Usage Charge per 1,000 gallons, per REU (REU = 360)**

Base Charge, per REU, with a minimum charge of \$54.37	\$	54.37
Tier 1 (usage 0-11,000 x REU)	\$	6.14
Tier 2 (usage > 11,000 x REU)	\$	10.06

**Non-Residential Sewer**

100% of Water Charge, minimum charge of \$68.62		Equal to water charge; min.\$68.62
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Irrigation (Both Residential and Non-Residential, per 1,000 gallons)	\$	10.06
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3      **Debt / Capital Surcharge Fee, per REU, per month**      \$      15.50

4      **New Customer Account Setup Fee**

Water Utility Service	\$	18.44
Sewer Utility Service	\$	18.44

*(Note, if water and sewer utility services are established at the same time, only a single \$18.44 charge will apply)*

ATTACHMENT I  
 FISCAL YEAR 2021 - 2022  
 VILLAGE OF BALD HEAD ISLAND  
 UTILITY FEE SCHEDULE  
 Effective July 1, 2021

5 Reconnection Charge

If Water Service cut off by Utilities for good cause	\$	61.48
If Water Service discontinued at the customer's request	\$	61.48
If Sewer Service is cut off by the Utilities for good cause	\$	61.48
<i>(Note, if water and/or sewer service is disconnected and the service is reconnected within nine (9) months, the base charges and surcharge for all months disconnected will be due and payable)</i>		

6 Other Charges and Terms

Non-sufficient funds (NSF) check charge	\$	25.00
Bills Due - On Billing Date		
Bills Past Due - Twenty (20) Days After Billing Date		
Bill Frequency - Shall be monthly for service in arrears		
Finance Charges for Late Payment - 1% per month will be applied to the unpaid balance of all bills still past due 21 days after billing date		
Collection Agency Fee - 35% of any unpaid balance will be applied to the account, if the account has been turned over to a collection agency		
Labor, work-hour services - per hour	\$	42.95
Labor, after-hour services - per hour	\$	64.43
Equipment use charge - per hour	\$	64.94
Portable Toilet / Hand Wash Station rental charges, per month	\$	135.71
Portable Toilet / Hand Wash Station rental charges, per event	\$	70.76

ATTACHMENT I  
FISCAL YEAR 2021 - 2022  
VILLAGE OF BALD HEAD ISLAND  
STORMWATER FEE SCHEDULE  
Effective July 1, 2021

Item	Description of Fee	Amount
1	<u>Storm Water</u> Storm Water Fee, per REU per tax improve parcel, per month	\$ 8.00

**Village of Bald Head Island**  
**Pay and Classification Schedule**  
**Effective July 1, 2021**

Grade	Hiring	Minimum	Mid-Point	Maximum	Classification	FLSA Status
10	\$33,204	\$34,864	\$41,506	\$49,807		
11	\$34,864	\$36,607	\$43,581	\$52,296	Public Works Specialist	
12	\$36,607	\$38,438	\$45,759	\$54,911	Island Postal Specialist	
13	\$38,438	\$40,360	\$48,048	\$57,658	Contractor Services Specialist Customer Service Rep. Utility Maint. Mechanic	
14	\$40,360	\$42,378	\$50,450	\$60,540	Administrative Specialist	
15	\$42,378	\$44,498	\$52,973	\$63,567	Acting Technician HR Specialist	
16	\$44,498	\$46,723	\$55,622	\$66,747	Equip. Srv Mechanic Trtmt. Plant Operator	
17	\$46,723	\$49,059	\$58,404	\$70,084	IPC Postmaster Public Safety Officer	
18	\$49,059	\$51,511	\$61,324	\$73,588	IT Specialist Paramedic Village Clerk	
19	\$51,511	\$54,087	\$64,389	\$77,267	Sergeant PW Field Op Supvr	
20	\$54,087	\$56,791	\$67,609	\$81,130	Util Field Srvr Supvr	
21	\$56,791	\$59,630	\$70,988	\$85,186	Chief WW Trtmt Oper Lieutenant	
22	\$59,630	\$62,612	\$74,538	\$89,446	Development Srv Admin Public Information Officer	
23	\$62,612	\$65,743	\$78,266	\$93,919	Captain	E
24	\$65,743	\$69,031	\$82,179	\$98,615	HR Director IT Manager	E
25	\$69,031	\$72,482	\$86,289	\$103,546	Finance Director	E
26	\$72,482	\$76,106	\$90,603	\$108,723		E
27	\$76,106	\$79,911	\$95,132	\$114,158		
28	\$79,911	\$83,907	\$99,889	\$119,867	Public Safety Director Public Services Director	E
29	\$83,907	\$88,101	\$104,883	\$125,860	Assistant Village Manager	E
30	\$88,101	\$92,507	\$110,127	\$132,152		
31	\$92,507	\$97,132	\$115,633	\$138,760		
32	\$97,132	\$101,990	\$121,416	\$145,699		
33	\$101,990	\$107,089	\$127,487	\$152,985		
34	\$107,089	\$112,443	\$133,861	\$160,633		
35	\$112,443	\$118,066	\$140,555	\$168,665		
36	\$118,066	\$123,969	\$147,582	\$177,099	Village Manager	E
37	\$123,969	\$130,168	\$154,962	\$185,954		
38	\$130,168	\$136,676	\$162,710	\$195,252		
39	\$136,676	\$143,510	\$170,846	\$205,015		
40	\$143,510	\$150,686	\$179,389	\$215,266		

E=Exempt from the wage and hour provisions of the Fair Labor Standards Act