

# The Town of Spring Lake

## BOARD of ALDERMEN

Taimoor Aziz, Mayor Pro tem  
Soña L. Cooper, Alderwoman  
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Fredricka Sutherland, Alderwoman



CHARTERED IN 1951

## OFFICE of the MAYOR

Larry G. Dobbins, Mayor

## ADMINISTRATION

S. Wullenwaber, Interim Town Manager  
Melissa Pereira, Interim Town Clerk  
R. Jonathan Charleston, Town Attorney

## Town of Spring Lake

### 2021-2022 Manager's Budget Message

Honorable Mayor and Board of Aldermen, it is my pleasure to submit to you for review and consideration the fiscal year 2021-2022 Town of Spring Lake budget. A copy of this budget is available for review at Town Hall.

### Budget Overview

The Town of Spring Lake is in a strained financial situation. Expenditures have exceeded revenues for the past several years, fund balance appropriations have been made each year in all funds to produce a seemingly balanced budget, and budgets that were adopted were not implemented. Fiscal year 2020-2021 General Fund budget had a fund balance appropriation of \$454,000 and under budgeted expenditures of approximately \$671,000, specifically not budgeting the full cost of positions. I have taken five plus years of increased expenditures, without the appropriate increased revenues associated, and eliminated all increased expenses in one budget year for all funds. Fund balances have been used to balance the budget in all funds for a number of years which has resulted in a steady decline in all available fund balance.

Below are the anticipated fund balances for year-end FY20-21:

Fund	Projected Fund Balance/Net Position
General Fund	-\$1,814,911
Sanitation Fund	\$7,393
Water/Sewer Fund	\$1,294,948
Stormwater Fund	\$460,154

A number of other factors that contributed to the FY21-22 budget was an increase in the LGER retirement contribution rate, revenues were projected using formulas conservatively and support services (referred to as interfund transfers in the budget documents) charges were calculated based on formulas so that accurate amounts are transferred between funds.

### **Budget Process**

To develop the FY21-22 budget we followed a budget process in accordance with NCGS 159. We used a budget calendar which detailed set dates of tasks to be accomplished. A significant difference in the prior budget years is that the accounting software was used during the entire budget process. A budget kick-off meeting was held with town staff, followed by year-end estimates submitted to administration. Department heads were required to submit their budget with associated line-item justification forms. Individual meetings with department heads were subsequently held to review their budgets. Once department head requests were finalized, the general fund was still out of balance by approximately \$2,300,000 and the Sanitation fund was out of balance by \$59,476. Town administration and financial consultants further worked on the budget and presented several budget balancing options at two different work sessions held on May 18, 2021 and June 7, 2021. We reduced the number of line items used by creating consistency across all funds for line-item use and eliminating redundancies. Through an iterative process we were able to bring all funds into balance. The Local Government Commission has been involved in the entire budget preparation. They have reviewed the budget at each stage and concur with what is proposed. Presented below are the Interim Town Manager's proposed budget recommendations.

### **Budget Cuts**

The following cuts were implemented town-wide to further decrease the budget deficit and continue to help improve the financial situation of the town:

- Provided two medical insurance plans for employees to choose from. A standard plan that the town pays majority of the employee cost and a buy-up plan that the employee pays more for. This resulted in a ~\$95,000 savings.
- Eliminated cell phone allowances. All town employees whose position necessities a cell phone will be provided with a town-issued cell phone resulting in a savings of ~\$31,000.
- External janitorial services eliminated. Town facilities are cleaned by in-house staff.
- No training or travel unless mandated for job necessary certifications.
- No dues/subscriptions unless needed for the Town of Spring Lake as an entity.
- Reduction in force of positions that are no longer funded due to budgetary constraints.
- A total of 11 vacant positions were not funded with this budget.

### **General Fund**

General Fund revenues are projected to be \$7,864,058. In order to bring the General Fund into balance additional reductions in expenditures had to be made. The town's code enforcement services will be privatized this budget year and certain types of inspections will be outsourced on as needed basis. This resulted in the reduction in force of two employees in the Inspections/Code Enforcement Department. The Recreation & Parks and Senior Center will be combined into one department with one Director which results in the reduction in force of a Senior Center employee. The Senior Center will remain open and fully functional, there will be no reduction in services to our senior citizens.

The transit program is proposed to be eliminated beginning October 1, 2021. Transit will still be operational in July, August and September. We are currently working with our partners in Fayetteville to possibly continue transit type services past October 1, 2021.

All General Fund employees and Board of Aldermen, except for police officers on patrol/traffic and firefighters, will be required to take a 5% furlough for the entire budget year. A 5% furlough is a reduction in pay as well as hours. For example, most employees who work 40-hour workweeks will work 38 hours and receive compensation for only 38 hours of work instead of 40 hours of work. Town hall is proposed to be closed on Fridays for walk-in customers to accommodate the reduction in hours for general fund employees. The revenue/customer service department drive-thru will remain open on Fridays.

The Spring Lake Property Acquisition Group LLC (SLPA), is considered to be a blended component unit of the Town of Spring Lake. We are currently working with the appropriate organizations to resolve all debt related to property acquired by SLPA. The budget presented does not include an appropriation for a debt service payment.

To continue in the right direction of financial stability, we have created a separate line item dedicated to replenishing the fund balance. This fiscal year we have proposed to increase general fund balance by \$285,724. With a proposed June 30, 2021 fund balance of -\$1,814,911, our current projection is that the general fund balance will be at \$0 in six years.

### **Water & Sewer Fund**

The water and sewer fund has projected revenues of \$3,928,500. There are two capital projects proposed in this budget, Water & Sewer Master Plan and a valve replacement project, totaling \$130,000. The water and sewer fund has been operating at a loss for a number of years. Water rates have not been increased since July 2018 and sewer rates have not been increased in at least five years. Water and sewer rates are proposed to be increased as shown in the attached rate and fee schedule. The average monthly increase for a residential user who consumes 5,000 gallons a month will be \$2.71/month more for water and \$5.38/month more for sewer. The rates that are being implemented have been established in the water and sewer rate study that was completed in 2020. Please note that the town should be implementing the FY2022 rates according to the rate study but since the rates have not been increased in the recent past, we propose to implement the first step on the rate increase chart which is the FY2021 rates. We will be further reviewing the capital reserve fees during this fiscal year. The water and sewer fund has a replenish line item to increase fund balance by \$240,607.

### **Stormwater Fund**

The Stormwater fund revenues are projected to be \$292,403. The Water Resources Director is no longer being paid out of this fund; that position was moved to the appropriate department to be funded which is the water and sewer fund. Therefore, this fund will have a surplus and will allow for a \$100,000 capital outlay to complete a swale maintenance project.

### **Sanitation Fund**

The projected revenues for the Sanitation fund are \$632,936. The sanitation fund has been operating at a loss and using fund balance to balance the budget. Due to operating at a loss and lack of appropriate funds there is a reduction in force of one position in this department. A rate increase is also necessary to cover the costs of operation. The proposed rate increase is \$29/year. Therefore, the refuse tax, which is billed annually, will increase from \$278 to \$307 a year.

### **Fleet Maintenance Fund**

The fleet maintenance fund operates as its own fund. A significant change in this fund for FY21-22 was moving all vehicle related expenses from each individual department to the fleet maintenance fund. This allows for consolidation, simplified accounting and improved fleet operational cost. All of the funds provided for fleet maintenance are supported by other funds within the town through appropriate support service formulas, used as interfund transfers.

### **Spring Fling Fund**

The Spring Fling remains in the budget in hopes that by Spring 2022 this event will be able to be held. The proposal is for the full cost of the event to be funded through contributions. The cost of the event is \$10,300.

### **Closing**

While the Town of Spring Lake is in a strained financial condition; we have presented a balanced budget without using fund balance appropriation, dedicated increases in fund balance reserves in the general fund and water and sewer fund, funded 3 capital projects and will be able to continue the same level of service to our citizens. I want to thank department heads and all town staff for their help in preparing the budget, their patience and their perseverance to keep moving the town forward in a positive direction. We will be implementing board training, staff training, monthly financial reports and immediately began reviewing and updating all policies for the town. I maintain committed to improving the financial situation of the town. Thank you to the community members and citizens of Spring Lake for your support and all of the great things that you do for our wonderful town.

Respectfully,

*Samantha Wullenwaber*

Samantha Wullenwaber, MPA, AICP  
Interim Town Manager

**BUDGET ORDINANCE  
TOWN OF SPRING LAKE, NORTH CAROLINA  
FISCAL YEAR 2021-2022**

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF SPRING LAKE, NORTH CAROLINA,** that the following ordinance establishing revenues and setting expense appropriations is hereby adopted and effective July 1, 2021 through June 30, 2022.

**Section 1. The following General Fund revenues are hereby raised through fees, charges, and other means and are subject to appropriation as set out in Section 2, herein.**

<b>Category</b>	<b>Amount</b>
<b>Taxes - Ad Valorem</b>	
Property Taxes - Real	2,864,500
Property Taxes - Penalties and Interest	11,000
Property Taxes - Vehicles	260,000
Property Taxes - Rental vehicles	15,000
<b>Other Taxes and Licenses</b>	
Motor Vehicle Tax	40,000
Local Option Sales Tax	2,766,700
<b>Intergovernmental Revenues (Grants)</b>	
Mid-Carolina COG	17,000
Senior Center Grant	10,515
SAFER Grant	156,498
Fire Radio Grant	29,984
<b>Intergovernmental Revenues</b>	
Powell Bill	250,000
Beer and Wine Tax	50,000
Telecommunications Sales Tax	43,200
Electricity Sales Tax	386,000
Cable and Satellite Sales Tax	76,700
Interlocal Agreement Revenue	256,100
Manchester Fire Tax	160,641
County Recreation Tax	38,000
<b>Service Charges</b>	
Police Department Fees	1,500
Fire Department Fees	35,500
Inspection Department Fees	35,750
Street Department Fees	10,000

<b>Transportation Department Fees</b>	<b>4,000</b>
<b>Planning Department Fees</b>	<b>3,475</b>
<b>Recreation Department Fees</b>	<b>29,105</b>
<b>Miscellaneous Revenue</b>	
<b>Investment Earnings</b>	<b>1,000</b>
<b>Miscellaneous Revenue</b>	<b>5,000</b>
<b>Non-Revenue Receipts</b>	
<b>Interfund Transfers</b>	<b>279,050</b>
<b>Employee Insurance Premiums</b>	<b>27,840</b>
<b>Fund Balance Appropriated</b>	<b>0</b>
<b>Total General Fund Revenues</b>	<b>7,864,058</b>

**Section 2. The following General Fund expenses are hereby appropriated for fiscal year 2021-2022 and are to be funded by the revenues made available through Section 1, herein.**

<b>Department</b>	<b>Amount</b>
<b>Non-Departmental</b>	<b>873,665</b>
<b>Governing Body</b>	<b>128,979</b>
<b>Administration</b>	<b>296,606</b>
<b>Finance</b>	<b>293,656</b>
<b>Tax Collections</b>	<b>64,000</b>
<b>Legal</b>	<b>59,000</b>
<b>Human Resources</b>	<b>13,808</b>
<b>Communications/Information Technology</b>	<b>237,353</b>
<b>Elections</b>	<b>4,500</b>
<b>Public Works</b>	<b>91,695</b>
<b>Public Buildings</b>	<b>114,018</b>
<b>Police</b>	<b>2,404,530</b>
<b>Fire</b>	<b>1,541,355</b>
<b>Inspections</b>	<b>225,486</b>
<b>Streets</b>	<b>443,629</b>
<b>Public Transportation</b>	<b>25,530</b>
<b>Planning</b>	<b>34,000</b>
<b>Recreation</b>	<b>362,477</b>
<b>Senior Enrichment</b>	<b>90,465</b>
<b>Debt Service</b>	<b>423,601</b>
<b>Interfund Transfers</b>	<b>135,705</b>
<b>Total General Fund Expenses</b>	<b>7,864,058</b>

**Section 3. The following Spring Fling revenues are hereby raised through fees, charges, and other means and are subject to appropriation as set out in Section 4, herein.**

Category	Amount
Vendor Fees	1,200
Contribution Proceeds	9,100
<b>Total Spring Fling Fund Revenues</b>	<b>10,300</b>

**Section 4. The following Spring Fling Fund expenses are hereby appropriated for fiscal year 2021-2022 and are to be funded by the revenues made available through Section 3, herein.**

Department	Amount
Spring Fling	10,300

**Section 5. The following Water and Sewer Fund revenues are hereby raised through fees, charges, and other means and are subject to appropriation as set out in Section 6, herein.**

Category	Amount
<b>Fees and Charges</b>	
Water Sales	1,767,000
Sewer Sales	1,840,000
Bulk Water	40,000
Septic Hauler Fees	30,000
New Account/Transfer Fees	25,000
Sewer-Overhills	48,000
<b>Investment Earnings</b>	<b>1,000</b>
<b>Credit Card Convenience Fees</b>	<b>24,500</b>
<b>Interest/Penalties</b>	
Returned Check Fees	1,200
Late Fees	125,000
<b>Miscellaneous Income</b>	
Rental Income- Water Tank	22,000
Employee Insurance Premiums	4,800

<b>Retained Earnings Appropriated</b>	<b>0</b>
<b>Total Water and Sewer Revenues</b>	<b>3,928,500</b>

**Section 6. The following Water and Sewer expenses are hereby appropriated for fiscal year 2021-2022 and are to be funded by the revenues made available through Section 5, herein.**

<b>Department</b>	<b>Amount</b>
<b>Non-Departmental</b>	<b>1,578,882</b>
<b>Revenue Collection</b>	<b>233,669</b>
<b>Revenue Billing</b>	<b>190,535</b>
<b>Water and Sewer Operations</b>	<b>910,492</b>
<b>Waste Water Treatment Plant</b>	<b>535,978</b>
<b>Debt Service</b>	<b>216,587</b>
<b>Interfund Transfers</b>	<b>247,267</b>
<b>Trust and Agency</b>	<b>15,090</b>
<b>Total Water and Sewer Fund Expenses</b>	<b>3,928,500</b>

**Section 7. The following Stormwater Fund revenues are hereby raised through fees, charges, and other means and are subject to appropriation as set out in Section 8, herein.**

<b>Category</b>	<b>Amount</b>
<b>Fees and Charges</b>	
<b>Stormwater Fees</b>	<b>283,307</b>
<b>Investment Earnings</b>	<b>500</b>
<b>Interfund Transfers</b>	<b>8,596</b>
<b>Retained Earnings Appropriated</b>	<b>0</b>
<b>Total Stormwater Fund Revenues</b>	<b>292,403</b>

**Section 8. The following Stormwater Fund expenses are hereby appropriated for fiscal year 2021-2022 and are to be funded by the revenues made available through Section 7, herein.**

<b>Department</b>	<b>Amount</b>
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<b>Administration</b>	<b>232,931</b>
<b>Interfund Transfers</b>	<b>59,472</b>
<b>Total Stormwater Fund Expenses</b>	<b>292,403</b>

**Section 9. The following Sanitation Fund revenues are hereby raised through fees, charges, and other means and are subject to appropriation as set out in Section 10, herein.**

<b>Category</b>	<b>Amount</b>
<b>Fees and Charges</b>	
<b>Refuse Collection Fees</b>	<b>622,976</b>
<b>Investment Earnings</b>	<b>1,000</b>
<b>Intergovernmental Revenues</b>	
<b>Solid Waste Disposal Tax</b>	<b>8,000</b>
<b>Employee Insurance Premiums</b>	<b>960</b>
<b>Retained Earnings Appropriated</b>	<b>0</b>
<b>Total Sanitation Fund Revenues</b>	<b>632,936</b>

**Section 10. The following Sanitation Fund expenses are hereby appropriated for fiscal year 2021-2022 and are to be funded by the revenues made available through Section 9, herein.**

<b>Department</b>	<b>Amount</b>
<b>Non-Departmental</b>	<b>355,768</b>
<b>Sanitation</b>	<b>169,844</b>
<b>Debt Service</b>	<b>49,064</b>
<b>Interfund Transfers</b>	<b>58,260</b>
<b>Total Sanitation Fund Expenses</b>	<b>632,936</b>

**Section 11. The following Fleet Maintenance Fund revenues are hereby raised through fees, charges, and other means and are subject to appropriation as set out in Section 12, herein.**

<b>Category</b>	<b>Amount</b>
<b>Interfund Transfers</b>	<b>200,132</b>
<b>Employee Insurance Premiums</b>	<b>480</b>
<b>Total Fleet Maintenance Fund Revenues</b>	<b>200,612</b>

**Section 12. The following Fleet Maintenance Fund expenses are hereby appropriated for fiscal year 2021-2022 and are to be funded by the revenues made available through Section 11, herein.**

<b>Department</b>	<b>Amount</b>
Fleet Maintenance	200,612
<b>Total Fleet Maintenance Fund Expenses</b>	<b>200,612</b>

**Section 13. The Town Manager, as Budget Officer, under the N. C. Budget and Fiscal Control Act, is authorized to transfer up to \$5,000 of any department's appropriations between line items within the same department. The Town Manager shall report all such transfers at the next regular meeting of the Board of Aldermen. The Town Manager is not authorized to make interdepartmental or interfund transfers except upon authorization by the Board of Aldermen.**

**Section 14. The Position Classification Plan and the Authorized Employee list, as amended, are presented, and included for reference. (See Appendix A and B.)**

**Section 15. No funding is included for a Cost of Living Adjustment (COLA) or pay raises.**

**Section 16. Funding for 401K is limited to sworn police personnel, as required by N. C. General Statutes.**

**Section 17. The previously adopted Longevity Bonus as described in the Town of Spring Lake Personnel Policy Article XIV Appendix D is funded for Fiscal Year 2021-2022 and is intended to include elected officials.**

**Section 18. The current employee and pre-65 retiree medical insurance contribution is hereby continued as set out in the Town of Spring Lake Rate and Fee Schedule. (See Appendix C)**

**Section 19. The ad valorem tax rate for the Town of Spring Lake is hereby set at \$0.70 per \$100 valuation and is effective July 1, 2021. (See Appendix C) Listed below is each ad valorem valuation segment for determining the budget:**

Real Property	\$361,792,650
Personal Property (excluding motor vehicles)	20,749,742
Public Service Companies	<u>7,335,653</u>
	<b>\$389,878,045</b>
 Motor Vehicles	 \$37,900,874

**Section 20. The Stormwater rate for the Town of Spring Lake is hereby retained and set at the amounts listed in the Town of Spring Lake Rate and Fee Schedule and is effective July 1, 2021. (See Appendix C)**

**Section 21. The Residential Solid Waste Availability and Commercial Solid Waste Collection fees for the Town of Spring Lake are hereby adjusted upward effective July 1, 2021, as set forth in the Town of Spring Lake Rate and Fee Schedule. (See Appendix C)**

**Section 22. The Water and Sewer rates for the Town of Spring Lake are hereby adjusted upward effective July 1, 2021, as set forth in the Town of Spring Lake Rate and Fee Schedule. (See Appendix C)**

**Section 23. The Town of Spring Lake Rate and Fee Schedule is hereby adopted by the Board of Aldermen and becomes effective July 1, 2021, until rescinded or modified. (See Appendix C)**

**Section 24. While not specifically incorporated herein, the Town of Spring Lake Capital Project Plan is provided for reference purposes.**

**Adopted by the Town of Spring Lake Board of Aldermen this 21<sup>st</sup> day of June 2021 by the following vote:**



*Larry G. Dobbins*  
\_\_\_\_\_  
Larry G Dobbins, Mayor

ATTEST:

*Melissa Pereira*  
\_\_\_\_\_  
Melissa Pereira, Interim Town Clerk

**APPENDIX A  
TOWN OF SPRING LAKE  
July 1, 2021  
Position Classification Plan**

***RECOMMENDED NON-SWORN GRADE/PAY PLAN***

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Class Title</u>
48	\$ 24,052.76	\$ 30,065.94	\$ 36,079.12	
49	\$ 25,255.90	\$ 31,569.23	\$ 37,883.09	Center Assistant Administrative Aide
50	\$ 26,518.15	\$ 33,147.71	\$ 39,777.25	Meter Reader Custodian
51	\$ 27,844.06	\$ 34,805.09	\$ 41,766.11	Maintenance Technician Senior Meter Reader Water Sewer Operator
53	\$ 30,698.09	\$ 38,372.61	\$ 46,047.15	Administrative Assitant Customer Service Representative
54	\$ 32,233.00	\$ 40,291.23	\$ 48,349.49	Wastewater Treatment Operator Fleet Service Technician Senior Maintenance Technician Accounting Technician Revenue Collections Specialist
55	\$ 33,835.13	\$ 42,305.82	\$ 50,766.97	Water/Sewer Crew Leader Program Specialist Executive Assistant Program Assitant
56	\$ 35,536.87	\$ 44,421.09	\$ 53,305.31	
57	\$ 37,313.71	\$ 46,642.15	\$ 55,970.58	
58	\$ 39,179.41	\$ 48,974.27	\$ 58,769.13	Waste Water Treatment Plant Superintendent Storm Water Adminstrator Streets and Sanitation Supervisor
59	\$ 41,138.39	\$ 51,422.97	\$ 61,707.57	

60	\$ 43,195.30	\$ 53,994.14	\$ 64,792.97	Revenue Supervisor
62	\$ 47,622.82	\$ 59,528.53	\$ 71,434.23	Inspections Supervisor
63	\$ 50,003.96	\$ 62,504.95	\$ 75,005.93	Town Clerk
Executive Band		\$ 57,885.85	\$ 95,728.70	Finance Director Waters Resources Director Director of Streets, Grounds, & Sanitation Director of Parks and Recreation Fire Chief Police Chief

***RECOMMENDED SWORN POLICE AND FIRE GRADE/PAY PLAN***

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Class Title</u>
88	\$ 32,529.21	\$ 40,661.51	\$ 48,793.81	Fire Fighter
90	\$ 37,100.00	\$ 43,979.48	\$ 52,775.37	Police Officer
91	\$ 36,590.92	\$ 45,738.67	\$ 54,886.38	Fire Lieutenant
91	\$ 37,100.00	\$ 45,738.67	\$ 54,886.38	Police Detective
95	\$ 42,806.22	\$ 53,507.77	\$ 64,209.34	Fire Captain, Police Sergeant
96	\$ 44,518.48	\$ 55,648.10	\$ 66,777.72	Police Lieutenant
98	\$ 48,151.17	\$ 60,208.37	\$ 72,226.78	Fire Batallion Chief
99	\$ 50,077.24	\$ 62,596.54	\$ 75,115.86	Assistant Fire Chief

**APPENDIX B**

**TOWN OF SPRING LAKE  
AUTHORIZED EMPLOYEE POSITIONS**

**Approved  
July 1, 2021**

**RECOMMENDED GRADE/CLASS TITLES**

**Administration**

Town Manager	NG
Town Clerk	63
Executive Assistant/Deputy Town Clerk	55
Administrative Aide	49

**Finance**

Director of Finance	Executive Band
Accounting Technician (2)	54

**Public Works**

Director of Streets, Grounds, & Sanitation	Executive Band
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**Fleet Maintenance**

Fleet Service Tech	54
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**Public Buildings**

Senior Maintenance Technician	54
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**Police**

Police Chief	Executive Band
Police Lieutenant (3)	96
Police Sergeant (7)	95
Police Detective (4)	91
Police Officer (12)	90
Executive Assistant	55
Administrative Assistant (1)	53

**Fire**

Fire Chief	Executive Band
Assistant Fire Chief	99
Battalion Chief of Training	98
Fire Captain (3)	95
Fire Lieutenants (1)	91
Firefighter (8) Safer Grant (6)	88
Administrative Assistant	53

**Inspection**

Inspections Supervisor	62
Executive Assistant	55

**Street**

Streets and Sanitation Supervisor	58
Maintenance Technician (3)	51

**Sanitation**

Maintenance Technician (2)	51
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**Recreation**

Director of Parks and Recreation	Executive Band
Program Specialist	55
Custodian	50
Center Assistant	49
Center Assistant/Maintenance – part time ( <i>various</i> )	

**Senior Enrichment**

Program Assistant	55
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**Revenue Division**

Revenue Supervisor	60
Revenue Collection Specialist	54
Customer Service Representative	53
Part-time Customer Service Representative ( <i>various</i> )	
Meter Reader	50
Senior Meter Reader	51

**Water Operations**

Water Resource Director	Executive Band
W & S Crew Leader (1)	55
W & S Operator (2)	51

**Waste Water Treatment Plant**

Waste Water Treatment Plant Superintendent	58
Waste Water Treatment Plant Operator (2)	54

**Stormwater Administration**

Stormwater Administrator	58
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# **Appendix C:**

## **Rate & Fee Schedule 2021-2022**



# **TOWN OF SPRING LAKE**

## **FISCAL YEAR 2021-2022 RATE AND FEE SCHEDULE**

*This Schedule may not be all inclusive. Other rates and fees may be found in local ordinances.*

Effective  
July 1, 2021

Approved  
June 21, 2021

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## Building Inspections Schedule of Fees

### RENOVATION FEES

\$ 500 – 1,000	\$ 50.00
1,001 – 5,000	\$ 50.00
5,001 - 10,000	\$ 50.00
10,001 - 20,000	\$ 75.00
20,001 - 50,000	\$150.00
50,001 – 100,000	\$275.00
100,001 - 200,000	\$550.00
200,001 – 350,000	\$850.00
350,001 - 500,000	\$1,250.00
500,001 – 750,000	\$1,750.00
750,001 – 1,000,000	\$2,500.00
Above \$1,000,000	\$ 3.00* per \$ 1,000
Extra Inspections	\$ 50.00
Homeowners Recovery Fee (Single Family Units)	\$ 10.00

### NEW CONSTRUCTION FEES

New Construction	\$ 3.00* per \$ 1,000
Extra Inspections	\$ 50.00
Homeowners Recovery Fee (Single Family Units)	\$ 10.00

### OTHER FEES

Swimming Pools (private)	\$ 50.00
Swimming Pools (public)	\$ 75.00
Demolition of Buildings	\$ 50.00
Tent	\$ 50.00
Construction Trailer	\$ 50.00
Travel Trailer	\$ 50.00
Mobile Home Setup	\$100.00

1. Generally. Building inspection fees for construction, alteration, or repair of buildings or structures shall be based upon the total cost of the proposed work, including any subcontractors. In no case shall the total cost be less than the market value of similar completed work in the town as

determined by the appropriate inspector. Inspection fees shall be calculated on such basis of cost in accordance with the above fee schedule. Permit fees are based on the cost of construction using a multiplier between \$1 and \$5 per (\$1,000) one thousand dollars of construction.

- a. Basis For Determining The Cost Per Square Foot. The Southern Building Code Congress (BCC) International Building Valuation Data, International Building Code, published biannually, shall serve as the basis for determining the cost per square foot for such work. The averages are adjusted periodically by the BC C to reflect national trends.
- b. \*Multiplier. The Town of Spring Lake uses a multiplier per \$1,000 of the most current Building Safety Journal (BSJ) published square footage construction cost.

**SAMPLE CALCULATION:** Using the Building Valuation Data and a standard multiplier of \$3.00 per thousand dollars of calculated cost and an 11,080 sq ft structure with 3 floors, type VA construction, Group R-2 the formula is as follows:

$$11,080 \text{ sq ft} \times 3 \text{ floors} = 33,240 \text{ sq ft} @ \$91.19 \text{ per} = \$3,031,155.6 / \$1,000 = \$3,031.15 \times 3 = \$9,093.46 \text{ BUILDING PERMIT COST}$$

2. Homeowners Recovery Fund. Whenever a permit is issued for the construction of any single-family residential dwelling unit (house, condominiums, townhouses) or for the alteration of an existing single-family residential unit, a fee in the amount of \$10 shall be collected from the applicant. The town shall forward \$9 of each fee collected to the North Carolina Licensing Board for General Contractors. The town shall retain \$1 of each fee collected.
3. Moving Buildings. The permit fee for moving buildings shall be \$50.00
4. Time Limitation on Validity of Permits. All permits issued under this section shall expire by limitation six months after the date of issuance if the work authorized by the permit has not been commenced. If, after commencement, the work is discontinued for a period of 12 months, the permit shall immediately expire. No work authorized by any permit which has expired, shall be performed until a new permit has been secured.
5. Changes in Work After Issuance of Permit. After a permit has been issued, changes or deviations from the terms of the application and permit, or changes or deviations from the plans or specifications involving any work under the jurisdiction of this section or of any regulatory code, shall not be made until specific written approval of such changes or deviations had been obtained from the appropriate inspector.
6. Construction Starting Prior to Issuance of a Permit. If any construction is started prior to the issuance of a permit, then the permit fee shall be double the regular permit fee.
7. Minimum Fee. The minimum fee for any building permit is \$50.00.

## INSULATION PERMIT FEES

### In Terms of Total Cost:

\$ 1 - 10,000	\$ 50.00
10,001 - 15,000	\$ 75.00
15,001 - 20,000	\$100.00
20,001 - 30,000	\$125.00
30,001 - 50,000	\$150.00
50,001 - 75,000	\$175.00
Extra Inspections	\$ 50.00

Note: The fee entitles the contractor or applicant to the necessary rough-in inspections and one final inspection. Inspection trips made necessary through the failure of any person, firm, or corporation in charge of work to give specific locations of work to be inspected or failure to install work according to code regulations are hereby designated as extra inspections.

1. Insulation. The fee shall be based on the total cost of the insulation job. Including new and existing structures, according to the above fee schedule.
2. Minimum Fee. The minimum fee for any insulation permit is \$50.00.

## PLUMBING PERMIT FEES

Fixtures – Each Trapped Fixture and Water Heater	\$ 4.00
Sewer Connections – Each Building, House Sewer or Sewer Tap (Public or Private)	\$10.00
Temporary Water	\$30.00
Water Piping – Each Water Service Pipe or Water Tap (Public or Private)	\$10.00
Lift Stations	\$10.00
Sprinkler System – Base Fee	\$20.00
<del>Sprinklers – Per Head</del>	<del>\$ 2.00</del>
Sprinkler Riser	\$ 5.00
Standpipe Riser	\$ 5.00
Alteration to Sprinkler Heads – 20 or less	\$10.00
Backflow Devices	\$ 4.00
Interceptors/Separators	\$10.00

Ant Siphon Device	\$ 4.00
Water Hammer Arrestor	\$ 1.00
Extra Inspections	\$50.00

Note: The above fees entitle the contractor or applicant to the necessary rough-in inspections and one final inspection. Inspection trips made necessary through the failure of any person, firm, or corporation in charge of work to give specific location of work to be inspected or failure to install work according to code regulations are hereby designated as extra plumbing inspections.

1. Minimum Fee. The minimum fee for any plumbing permit is \$50.00.
2. Sprinkler Permits. Permits are only required for residential dwellings.

### MECHANICAL PERMIT FEES

In Terms of BTU's (per unit):

Up to 250,000	\$ 30.00
250,001 – 1,000,000	\$ 35.00
1,000,001 – 2,500,000	\$ 45.00
2,500,001 – 4,000,000	\$ 50.00
4,000,001 – 5,000,000	\$ 70.00
5,000,001 – and over	\$ 80.00
Extra Inspections	\$ 50.00

Note: One kilowatt equals 3,410 BTU's.

1. Heating Systems. Heating system permit fees shall be in accordance with the following fee schedule for the installation or replacement of the following types of heating equipment, based on BTU input of each unit: Oil, gas, and electrical furnaces; boilers; conversion burners; heat exchanger; and hot water systems.

In Terms of HP or Tons (per unit):

Up to and including 5	\$ 30.00
Over 5 through 7 ½	\$ 35.00
Over 7 ½ through 10	\$ 40.00
Over 10 through 15	\$ 45.00
Over 15 through 20	\$ 50.00
Over 20	\$ 55.00
Extra Inspections	\$ 30.00

Note: One ton equals one horsepower; One ton equals 12,000 BTU's.

2. Central Air Conditioning Systems and Refrigeration. Permits shall be in accordance with the above fee schedule for the installation or replacement of air conditioning systems based on the horsepower rating or tons of each unit.
3. Heat Pumps. Permit fees for installation or replacement of this type of unit shall be in accordance with subsection (2), provided that the heating and cooling equipment is in the same enclosure (factory assembled and approved). However, if the system is split (contained in separate enclosures), permit fees shall be in accordance with subsection (1) for heating and subsection (2) for cooling.
4. Heat Producing Equipment. Permit fees for the installation or replacement of heat producing equipment, including but not limited to floor furnaces, space units, or wall heaters, prefabricated fireplaces, fireplace inserts, decoration gas appliances, and wood stoves shall be \$30.00 each.

Fire Damper/Fire Curtain	\$ 2.00
Exhaust Fans	\$ 5.00
Ventilation Fans	\$ 5.00
Water Heater	\$ 5.00
Duct Addition – Per Run	\$ 4.00
Hoods and Canopies	\$30.00
Refrigeration Piping	\$25.00
Extra Inspections	\$30.00

**GAS PIPING PERMIT FEES**

Gas Piping	\$30.00
Each Appliance or Fixture	\$ 7.00
Extra Inspections	\$50.00

5. Minimum Fee. The minimum fee for any mechanical permit is \$50.00.

Note: The above fees entitle the contractor or applicant to the necessary rough-in inspections and one final inspection. Inspection trips made necessary through the failure of any person, firm, or corporation in charge of work to give specific location of work to be inspected or failure to install work according to code regulations are hereby designated as extra mechanical inspections.

**ELECTRICAL PERMIT FEES  
SERVICE (OVERHEAD OR UNDERGROUND)**

Commercial – Thru 400 Amperes	\$50.00
Commercial – Over 400 Amperes	\$75.00

Residential – 1 and 2 Family	\$30.00
Temporary and all Others	\$30.00
Furnaces - Electric, Oil or Gas – Each	\$ 5.00
Smoke Detector or Alarms (per initiating device)	\$ 1.00
Exhaust Fans - Bathroom	\$ 5.00
Grease Hood – Kitchen	\$30.00
Ventilation Fans	\$ 5.00
Lift Station	\$ 5.00
Sign	\$ 5.00
Branch Circuit	\$ 5.00
Meter Base Replacement	\$ 5.00
Sub Panel Replacement	\$ 5.00
Feeder Replacement	\$ 5.00
Service Entrance Replacement	\$ 5.00
Office Trailer Services	\$35.00
Extra Inspections	\$50.00

**CENTRAL AIR CONDITIONING AND/OR HEAT PUMP**

In Terms of Tons or Hp:

Up To and Including 5	\$ 5.00
Over 5 Through 10	\$10.00
Over 10 Through 20	\$15.00
Over 20 Through 50	\$20.00
Over 50	\$25.00
Extra Inspections	\$50.00

Electric Baseboard Heat and Ceiling Heat.....\$5.00

**MOTORS**

Up To and Including 1HP	\$ 5.00
Over 1HP Through 10HP	\$10.00
Over 10HP Through 20HP	\$15.00
Over 20HP Through 50HP	\$20.00
Over 50HP	\$25.00
Extra Inspections	\$50.00



1. Electrical Systems. Electrical permit fees shall be in accordance with the above fee schedules.
2. Appliances and Equipment. For ranges, counter-top units, wall-mounted ovens, hot water heaters, boosters, dishwasher, disposals, dryers, window air conditioners, grills, deep fat fryers, warmers, steam tables, ice makers, x-ray machines, electric welders, or any other appliance not listed above which is on an individual circuit shall be \$5.00 each.
3. Mobile Home Service. Mobile Home Service or feeder shall be \$50.00.
4. Minimum Fee. The minimum fee for any electrical permit is \$50.00.

#### UNDER GROUND STORAGE TANKS

Installations – Per Tank	\$100.00
Removal – Per Tank	\$100.00
Extra Inspections	\$ 50.00

#### ABOVE GROUND STORAGE TANKS

Installations – Per Tank	\$100.00
Removal – Per Tank	\$100.00
Extra Inspections	\$ 50.00

#### MISCELLANEOUS INSPECTION FEES

Replacement Permit Cards	\$5.00
Replacement Certificate of Occupancy	\$5.00
Plan Review Resubmittal Fee – Per Trade	\$50.00

#### BUILDING PLAN REVIEW

Plan Review including the Re-review Fee is \$100.00 and is non-refundable for construction up to \$20,000 (Including Residential and Commercial).

Plan Review including the Re-review is \$150.00 and is non-refundable for construction over \$20,000 (Including Residential and Commercial).

Additions to existing structures and new accessory structures with a total cost of construction less than \$20,000 are exempt from Plan Review Fees.

## **TECHNOLOGY FEE**

Each building permit will be assessed a \$5.00 technology fee which is non-refundable.

## **REFUND POLICY**

When requested, a refund will be issued (less a \$50.00 processing fee) for any permit which has not expired and the construction has not been started.

Permit fees entitle the contractor to the initial and one follow-up inspection.

All Inspections beyond the second inspection are subject to a \$50.00 Re-Inspection Fee and will double for all inspections beyond the third inspection. (Example. 3<sup>rd</sup> inspection = \$50.00, 4<sup>th</sup> inspection = \$100.00, 5<sup>th</sup> inspection = \$200.00, etc.) The doubling of the fee will apply only for previously identified conditions.

## Fire Department Schedule of Fees

### HAZARDOUS MATERIAL EMERGENCY AND SPECIAL RESPONSE EVENTS.

#### Equipment:

Brush Unit Response .....	\$75.00 per hour
Command Unit.....	\$75.00 per hour
Engine Company Response .....	\$175.00 per hour
Hazardous Materials Unit .....	\$175.00 per hour
Pumper/Tanker Response .....	\$175.00 per hour
Rescue/Service Response .....	\$125.00 per hour
Support Vehicle Response.....	\$75.00 per hour
Truck Company Response.....	\$175.00 per hour
Decontamination Unit.....	\$355.00 per hour
Materials, Equipment and Long Distance Replacement Cost Recall Personnel Time and Half of the hourly salary of recalled personnel	

#### Personnel:

Chief of Department .....	\$30.50 per hour
Assistant Chief.....	\$ 26.50 per hour
Battalion Fire Chief .....	\$ 21.50 per hour
Fire Captain .....	\$ 16.50 per hour
Fire Lieutenant.....	\$ 15.50 per hour
Master Firefighter .....	\$ 12.50 per hour
Firefighter .....	\$ 11.50 per hour
Fire Watch .....	\$ 25.00 per hour

### FIRE INSPECTIONS.

#### Annual Inspections

	Up to 2,500 sq. ft.	\$ 75.00
	2,501 - 10,000 sq. ft.	\$ 100.00
	10,001 - 50,000 sq. ft.	\$ 150.00
	50,001 - 100,000 sq. ft.	\$ 200.00
	100,001 - 150,000 sq. ft.	\$ 250.00
	150,001 - 200,000 sq. ft.	\$ 300.00
	Over 200,000 sq. ft.	\$ 350.00
<b>Apartment/Townhouse</b>	1-10 Units	\$ 75.00
	11-20 Units	\$ 100.00
	21-40 Units	\$ 125.00
	41-100 Units	\$ 150.00
	101-200 Units	\$ 200.00
	201-300 Units	\$ 250.00
	301-400 Units	\$ 300.00
	401-500 Units	\$ 350.00
	Over 500 Units	\$ 400.00

Re-inspection fee	\$ 100.00 per visit*
Amusement Buildings	\$ 75.00 per visit
Carnival and fair	\$ 75.00 per visit
Circus tent	\$ 250.00
Covered mall bldg. Displays	\$ 75.00 per visit
Exhibits/trade show	\$ 75.00 per visit
Final Inspection (excludes const. permits)	\$ 50.00
LP or gas equip. in assemble	\$ 75.00 per visit

\*If violations are found on the initial inspection, the first re-inspection is provided at no charge.. . Any outstanding violations that are not repaired after the 1<sup>st</sup> re-inspection are subject to re-inspection fees.

**FIRE DEPARTMENT SERVICES.**

Burn Fee	\$ 1,000.00
False Alarm	
1 <sup>st</sup> thru 3 <sup>rd</sup> Calls	\$ 0.00
4 <sup>th</sup> Call	\$ 500.00Each
Subsequent Call	\$ 1,000.00

False Alarm fees are based on the number of calls that occur in a calendar year. False alarms, also called nuisance alarms, are the deceptive or erroneous report of an emergency, causing unnecessary panic and/or bringing resources (such as emergency services) to a place where they are not needed.

**EXIT VIOLATIONS.**

1 <sup>st</sup> Offense	\$ 500.00 per door
2 <sup>nd</sup> Offense	\$1,000.00 per door

Subsequent offense \$1,000 per door – exit violation fees are based on the number of exit violations that occur in a calendar year.

**OPERATIONAL PERMITS.**

A Fire Permit allows the applicant to conduct an operation of a business for which a permit is required by the NC Fire Prevention Code. The prescribed duration of the operational permit is the same as the frequency of the state mandated fire inspection schedule for the given type of occupancy.

Description	Permit
Aerosol Products	\$40.00
Amusement Buildings	\$40.00
Aviation Facilities	\$40.00

Carnivals and Fairs	\$40.00
Cellulose Nitrate Film	\$40.00
Combustible Dust Producing Operations	\$40.00
Combustible Fibers	\$40.00
Compressed Gases	\$40.00
Covered Mall Buildings	\$40.00
Cryogenic Fluids	\$40.00
Cutting and Welding	\$40.00
Dry Cleaning Plants	\$40.00
Exhibits or Trade Shows	\$40.00
Explosives - Blasting/Storage	\$40.00
Fire Hydrants and Valves	\$40.00
Flammable Combustible Liquids	\$40.00
Floor Finishing	\$40.00
Fruit and Crop Ripening	\$40.00
Fumigation/Thermal Insecticide Fogging	\$40.00

Hazardous Materials	\$40.00
HPM Facilities	\$40.00
High Piled Combustibles	\$40.00
Hot Work Operations	\$40.00
Industrial Ovens	\$40.00
Lumber Yard and Woodworking Plants	\$40.00
Fueled Auto or Equipment Assembly Buildings	\$40.00
LP Gas	\$40.00
Magnesium	\$40.00
Miscellaneous Combustible Storage	\$40.00
Open Burning	\$40.00
Open Flames or Torches	\$40.00
Open Flames or Candles	\$40.00
Organic Coatings	\$40.00
Places of Assembly	\$40.00
Private Fire Hydrants	\$40.00
Pyrotechnic Special Effects Materials	\$40.00
Pyroxylin Plastics	\$40.00
Refrigeration Equipment	\$40.00
Repair Garages and Service Stations	\$40.00
Rooftop Heliports	\$40.00
Spraying or Dipping	\$40.00
Storage of Scrap Tires and Tire Byproducts	\$40.00
Temporary Membrane Structures, Tents/Canopies	\$40.00
Tire-Rebuilding Plants	\$40.00
Waste Handling	\$40.00
Wood Products	\$40.00

**CONSTRUCTION PERMITS. (No Final Inspection Fee for construction permits)**

<b>Description</b>	<b>Permit</b>	<b>Re-Inspection</b>	<b>Additional Inspection</b>
Automatic Fire Sprinkler/Extinguish System	\$100.00	\$0.00	\$100.00
Battery Systems	\$100.00	\$0.00	\$100.00
Compress Gases	\$100.00	\$0.00	\$100.00
Cryogenic Fluids	\$100.00	\$0.00	\$100.00
Fire Alarm & Detection System & Related Equipment	\$100.00	\$0.00	\$100.00
Fire Pump & Related Equipment	\$100.00	\$0.00	\$100.00
Flammable & Combustibles	\$100.00	\$0.00	\$100.00
Hazardous Materials	\$100.00	\$0.00	\$100.00
Industrial Ovens	\$100.00	\$0.00	\$100.00
Private Fire Hydrants	\$100.00	\$0.00	\$100.00
Spraying & Dipping	\$100.00	\$0.00	\$100.00
Stand Pipe Systems	\$100.00	\$0.00	\$100.00
Tank Install/Removal/Piping	\$100.00 per tank	\$0.00	\$100.00
Temporary Membrane Structures, Tents & Canopies	\$100.00	\$0.00	\$100.00

**Plan Review Fees:**

Plans up to 5,000 square feet	\$50.00
Plans 5,001 to 10,000 square feet	\$100.00
Plans 10,001 to 25,000 square feet	\$150.00
Plans 25,001 and over	\$200.00
Site Plan Review	\$50.00
Fire Alarm & Detection System & Related Equipment	\$35.00 + \$2.00 per initiating device
Automatic Fire Sprinkler/Extinguish System	\$35.00 + \$2.00 per head/nozzles

**VIOLATIONS.**

**Category I Violation.** A Category I violation is any violation of the Fire Prevention Ordinance which causes a fire resulting in damage to property or personal injury; which is a contributing factor to a fire resulting in damage to property or personal injury; or which aggravates the damage to property or personal injury caused by the fire; provided that the kindling of a bonfire or outdoor rubbish fire in violation of Section 5 of Volume V of the Fire Code Prevention Code is not a Category I violation if the fire does not spread or cause personal injury or damage to property other than the bonfire material or outdoor rubbish being burned. The civil penalty for a Category I violation.....\$1000.00

**Category II Violation.** A Category II violation are Life Safety violations of North Carolina Fire Prevention Code and Section 18-2 of the Town of Spring Lake Code of Ordinance. The civil penalty for a  
Category II Violation.....\$500.00

**Category III Violation.** A Category III violation is a failure to obtain required construction permits under the North Carolina Fire Prevention Code and section 18-28 of the Town of Spring Lake Code of Ordinances. The civil penalty for a  
Category III violation .....\$250.00

**Category IV Violation.** A Category IV violation is the failure to obtain a valid operational permit under the North Carolina Fire Prevention Code and section 18-28 of the Town of Spring Lake Code of Ordinances. The civil penalty for a  
Category IV violation .....\$150.00

**Category V Violation.** A Category V violation is open burning of materials without a valid permit required by the North Carolina Fire Prevention code and section 18-25 of the Town of Spring Lake Code of Ordinances and materials not authorized under the valid permit. This civil penalty for a  
Category V violation .....\$125.00

**Category VI Violation** A Category VI violation is any violation of the Fire Prevention Ordinance which is not coincidentally a Category I, II, III, IV, or V violation. The civil penalty for a  
Category VI violation .....\$100.00

## Miscellaneous Schedule of Fees

Spring Lake Transit Fare	\$ 1.00
Administrative fee	\$ 25.00
Convenience fee	\$ 1.50 per online transaction
Copies of Non Public Records	\$ 0.25 per page
Copies of Public Records	
Black and White	
8.5 x 11	\$ 0.25
8.5 x 14	\$ 0.30
11 x 17	\$ 0.50
Color	
8.5 x 11	\$ 0.30
8.5 x 14	\$ 0.35
11 x 17	\$ 0.55
Employee/Retiree Medical Insurance Contribution information beginning at \$40/month and up	As stated in the open enrollment benefit
Employee Mileage Reimbursement	Current IRS Mileage Reimbursement Rate
<p>Employee Subsistence – For all approved travel, employees will be paid per diem up front for the cost of subsistence during travel. Upon return of travel, employees must produce receipts for each meal. For those employees eligible for a full day’s subsistence allowance, the subsistence expense shall not exceed \$40.00 per day. The following maximums are set for each type of meal should an employee’s travel schedule cause them to be eligible for certain subsistence allowances. If exceeded, the employee shall reimburse the Town for the difference.</p>	
Breakfast	\$ 8.00
Lunch	\$ 12.00
Dinner	\$ 20.00
Motor Vehicle Tax-NCGS §20-97(b)	\$ 5.00
Motor Vehicle Transportation Tax-NCGS §20-97(c)	\$ 5.00
Returned Check Fee	\$ 25.00
Tax Rate	\$ 0.70 per \$100 of valuation



## Planning Department Schedule of Fees

### Map Fees: Bond Paper

8 ½ x 11	\$ 2.00
11 x 17	\$ 5.00
17 x 22	\$ 5.00
22 x 34	\$ 20.00
34 x 44	\$ 20.00
28 x 40	\$ 20.00

Sign Permit: \$ 50.00

Technology Fee – Each sign permit will be assessed a \$5.00 technology fee, which is non-refundable

Site Inspection Fee \$ 25.00

Site Reinspection Fee \$ 25.00

Site Plan Review – New Residential. One and two family dwellings; all group developments;

All commercial developments. \$ 300.00

Yard Sale Permit \$ 6.00

Zoning Permit \$ 30.00

(Commercial Zoning Permits are issued per tenant and Residential Zoning Permits are issued per building.)

## Police Department Schedule of Fees

### CITATIONS.

- Parking Cars on Street – For Sale.** Having parked said vehicle on the street for the principal purpose of displaying same for sale .....\$25.00
- Parking Cars on Street – Repairing/Washing.** Having parked said vehicle on the street for the principal purpose of repairing same .....\$25.00
- Parking Cars on Street – Advertising.** Having parked said vehicle on the street for the principal purpose of advertising..... \$25.00
- Parking in Alleys.** Having parked said vehicle within an alley in such a manner that the operator failed to leave at least ten (10) feet of width of the roadway for free movement of vehicular traffic.....\$25.00
- Parking on Sidewalk.** Having parked said vehicle on a sidewalk at a given location .....\$25.00
- Parking Near a Fire Hydrant.** Having parked said vehicle within fifteen (15) feet of a fire hydrant .....\$25.00
- Parking on Crosswalk.** Having parked said vehicle on a crosswalk .....\$25.00
- Parking Near Entrance to Fire Station.** Having parked within twenty (20) feet of the driveway entrance to the Town of Spring Lake Fire Department or having parked within seventy-five (75) feet on the opposite side of the street of the entrance to the Fire Department .....\$25.00
- Double Parking.** Having parked or stopped said vehicle upon the street along side of another vehicle that was parked or stopped at the edge or curb of the street.....\$25.00
- Parking Against Signs.** Having parked said vehicle where official signs prohibit parking .....\$25.00
- Parking in Fire Lane.** Having parked and left unattended by a licensed driver a vehicle within a fire lane.....\$25.00
- Parking of Trailers Prohibited.** Having parked said vehicle on the street for the principal purpose of storage of the trailer or transferring merchandise from the trailer to a building or vehicle .....\$25.00
- Turning Against Signs – U/Right/Left Turns.** Having disobeyed the directions of the traffic sign when the authorized makers, buttons, or other were dually erected.....\$25.00
- Clinging to Vehicle Prohibited.** Having attached himself/herself to the said vehicle when the vehicle was still in motion.....\$25.00
- Boarding or Alighting from Moving Vehicle.** Having boarded or alighted from the said vehicle while the vehicle was in motion .....\$25.00

- Passengers to Remain Inside Vehicle.** Having allowed a part of the body to protrude beyond the limits of the vehicle .....\$25.00
- Riding Bicycle on Sidewalk.** Having operated a bicycle upon a sidewalk within the business district .....\$25.00
- Riding Bicycle on Sidewalk (15 or older).** Having operated a bicycle on a sidewalk.. .....\$25.00
- Lamps on Bicycle.** Having operated a bicycle at nighttime without having a lamp on the front and a red reflector on the rear.....\$25.00
- Bicycles Passengers – More Than Designed For.** Having operated a bicycle carrying more persons at one time than the number for which it was designed and equipped for .....\$25.00
- Following Fire Apparatus.** Having followed a fire apparatus closer than one block when the apparatus was responding to a fire alarm .....\$25.00
- Blocking Firefighting Apparatus.** Having blocked a firefighting apparatus or other similar equipment from its source of supply. ....\$25.00
- Spitting on Sidewalk.** Having spit on a sidewalk or other public building .. .....\$25.00
- Urinating in Public.** Having urinated on a street, lot, or premises of a public place.. .....\$25.00
- Littering.** Having thrown or deposited upon a location an article of waste. ....\$50.00
- Littering from a Vehicle.** Having thrown or deposited litter upon a location while in a Vehicle.....\$50.00
- Loud Noises by Animals.** Having harbored or kept an animal which was disturbing the peace by making loud noises. ....\$50.00
- Loud Music.** Having intentionally caused a public disturbance at a location by making a disturbance intended and plainly causing a breach of the peace.....\$50.00
- Loud Music at Stores.** Having intentionally caused a public disturbance at a location by making a disturbance for the purpose of attracting attention to a performance, show, sale, or display of merchandise .....\$50.00
- Being in Parks After the Hours of Darkness.** Having appeared in a park after the hours of darkness. . .....\$25.00
- Playing Ball on the Street.** Having played ball, bat, or catch on a public street. . .....\$25.00
- No Privilege License.** Having engaged in a business within the Town limits without obtaining a privilege license from the Tax Collector .....\$25.00
- Parking in Reserved Parking Spaces.** Having parked a vehicle in a space designated reserved parking between a certain period of time in the Town of Spring Lake Governmental Complex....\$25.00

- Begging.** Having engaged in the act of begging in a public place or on a public street .....\$25.00
  
- Taxicab – Owner.** Having operated a taxicab within the Town limits without a certificate of public convenience from the Town .....\$25.00
  
- Taxicab – Operator.** Having operated a taxicab within the Town without obtaining a taxicab driver’s permit from the Town.....\$25.00
  
- Taxicab Transporting Alcoholic Beverages or Drugs.** Having operated a taxi which was transporting spirituous liquor, vinous, or malt liquor or any narcotics drugs .....\$50.00
  
- Taxi Cruising Firelanes Prohibited.** Having operated a taxi in the fire limits in search of passengers while the taxi was unoccupied .....\$50.00
  
- Number of Passengers in Taxi.** Having operated a taxi with an unlawful number of passengers .....\$50.00
  
- Use of Profanity.** Having used profane language in a loud and boisterous manner at a public place or road within the hearing of two or more person.....\$25.00
  
- Yard Sale Permit.** Having conducted a yard sale at a location within the Town limits without obtaining a permit from the Town of Spring Lake Inspection Department .....\$25.00
  
- Curfew Violation.** Having allowed, permitted, encouraged, or abetted, a minor to remain at a public place between 11:00 p.m. and 5:00 a.m. on Sunday through Friday or 12:00 a.m. and 5:00 a.m. Saturday through Sunday.....\$50.00
  
- Assembly on Sidewalk or Street.** Having assembled so as to obstruct the sidewalk or street at a location and the having failed to disperse when commanded to do so by an officer .....\$50.00
  
- Moving Buildings or Trailers.** Having failed to obtain a permit from the Town of Spring Lake Building Inspector to move a building or trailer .....\$50.00
  
- Panhandling.** Having, repeatedly and in a threatening fashion, beckoned to stop or attempted to stop passersby to demonstrate a specific intent to induce, solicit, or procure from another goods or money without first obtaining a permit from the Police Department.....\$50.00
  
- Seasonal Merchant.** Having engaged in the business of selling seasonal merchandise, without an established retail store in the town, by transporting an inventory of goods to a building, vacant lot, or other location in the town and who, at that location, displays the goods for sale and sells the goods at retail or offers the goods for sale at retail” without first obtaining a permit from the Police Department .....\$50.00
  
- Leash Law.** Having allowed an animal to leave the premise of the person maintaining the animal to run at large within the Town limits without having the animal under physical or verbal restraint .....\$25.00

**Loud/Barking Animals.** Having an animal that continuously or frequently howls, barks, meows, squawks, or makes other noises which creates excessive and unnecessary noise across property lines .....\$50.00

**Registration of Animal.** Having failed to register an animal over the age of six (6) months with the Town of Spring Lake Tax Collector.....\$25.00

**Cruelty of Animals.** Having been cruel to an animal by such means as overload, wound, injure, torture, torment, deprive of necessary sustenance, cruelly beat, needlessly mutilate, or kill .....\$25.00

**Abandonment of Animals.** Having ownership of any animal and willfully and without justification abandoned the animal .....\$25.00

**Allowing Livestock to Run at Large.** Having allowed livestock to run at large .....\$25.00

**Rabies Vaccination.** Having failed to have a dog or cat which is four (4) months of age to be vaccinated against rabies .....\$25.00

**Rabies Tag.** Having failed to have a dog or cat wear the required rabies tag at all times.....\$25.00

**Discharging of Weapon in Town Limits.** Having discharged a weapon within the Town limits .....\$50.00

**TAXICAB CERTIFICATES.**

The owner or operator of each taxicab shall obtain a certificate to operate a vehicle within the Town limits. Per vehicle, per year .....\$17.50

The operator or driver of each taxicab shall obtain a permit from the Police Department to operate a vehicle within the corporate limits of the Town. Per vehicle, per year .....\$10.00

**WRECKER FEES.**

The owner of wrecker service shall be charged for each vehicle that they are called to pick up during their rotation for the Town. Per vehicle.....\$5.00

**FALSE ALARM VIOLATIONS**

The resident of a home shall be charged for each occasion that a member of the Town’s police department responds to a false alarm. ....\$50.00

**MISCELLANEOUS PERMIT FEES**

**Peddler.** Engaging in the business of traveling from place to place with an inventory of goods, selling the goods at retail or offering the goods for sale at retail, and delivering the identical goods that are carried with

the person Prior approval by the Police Department must be obtained ..... \$15.00  
*G.S. 160A-211*

**Beggar.** Engaging in the act of begging in a public place or on a public street.....\$15.00

**Seasonal Merchant.** Engaging in the business of seasonal merchant as defined as a “merchant, other than a merchant with an established retail store in the town who transports an inventory of goods to a building, vacant lot, or other location in the town and who, at that location, displays the goods for sale and sells the goods at retail or offers the goods for sale at retail”. Any merchant who sells goods, other than farm products, in the town for less than six consecutive months is considered a seasonal merchant unless he stopped selling goods because of his death or disablement, the insolvency of his business, or destruction of his inventory by fire or other catastrophe. Prior approval by the Police Department must be obtained.....\$15.00

## Recreation Department Schedule of Fees

### Community Center Memberships:

Resident	\$ 25.00 annually	
Adult – Non Resident	\$ 50.00 annually	
Household – Resident *	\$ 40.00 annually	
Household – Non Resident *	\$ 80.00 annually	
Gymnasium Only – Resident	\$ 15.00 annually	
Gymnasium Only – Non-Resident	\$ 25.00 annually	
Gymnasium & Fitness Room **	No Charge	**This applies to persons 17 and younger, and persons 65 and older.

Membership Card Replacement      first occurrence free, second and subsequent occurrences \$ 5.00

Business Membership      \$ 35.00

Gymnasium Guest Fee      \$ 3.00 per person

### Community Center Rentals:

Gymnasium	\$ 300.00 deposit/\$80.00 per hour
Multipurpose Rooms	\$ 200.00 deposit/\$40.00 per hour

### Park Rentals:

Picnic Shelter	\$ 50.00 up to 4 hours, \$25 Deposit
Ball Field – without lights	\$ 100.00 per day
Ball Field – with lights	\$ 100.00 per day + \$25.00 per hour

### Youth Athletic Registration:

Resident	\$ 20.00 per activity
	\$ 20.00 (Baseball, Football)
Non Resident	\$ 40.00 (Basketball, Cheerleader, Soccer, Volleyball)
	\$ 40.00 (Baseball)
	\$ 40.00 (Football)
Late Fee	\$ 5.00 (All Sports)

### Youth Classes:

Class prices vary based on the cost of the instructor.

Hotel Daily Fitness Pass      \$ 5.00 per day

Special Event Permit Fee      \$ 100.00 per event

\* Household membership covers two adults (ages 18 and older) and two children (ages 17 or younger). Proof of residency must be produced at the time of payment in order to be eligible to receive resident membership rates. Acceptable forms of proof include a picture ID and one of the following: Town of Spring Lake Utility Bill, apartment lease, housing contract or mortgage statement. All Town of Spring Lake employees are provided a complementary individual membership.

## Sanitation Schedule of Fees

### RESIDENTIAL

Solid Waste Availability Fee \$ 307.00 annually

### COMMERCIAL

Solid Waste Collection Fee \$ 307.00 annually  
Administrative Fee for Quarterly Payments \$ 3.00 per quarter

Owners of improved residential property will be assessed the Solid Waste Availability Fee on per residential unit, per container unit basis.

The residential solid waste availability fee shall be billed on an annual basis and shall be payable in the same manner as ad valorem property taxes. Upon non-payment of the residential solid waste availability fee, the fee assessed herein may be collected in the manner by which delinquent ad valorem property taxes are collected.

The commercial solid waste collection fee shall be billed on an annual basis and shall be payable by the tenth day of July. If not paid by the twentieth day of July, service will be discontinued until payment is made in full. Commercial solid waste customers may elect to pay for services on a quarterly basis. If that choice is made, the fee will be due by the tenth day of the first month of each quarter. If not paid in full by the twentieth day of the first month of each quarter then service will be discontinued until payment is made in full. An administrative fee will be assessed for the convenience of paying quarterly.

### Non-Participant Bulk Collection Fee

Minimum Charge (2 hours)	\$ 345.00
Half Day	\$ 690.00
Full Day	\$ 1,380.00

This fee will apply to individuals or corporations who do not currently participate in the Town's solid waste collection program and are not paying the annual solid waste collection fee. Each job will be assessed a minimum charge (2 hours) that is payable in advance. Individuals requesting this service shall be required to complete an application for service with the Revenue Collection Division. Upon making payment to the Revenue Collection Division, a work order will be completed and forwarded to the Sanitation Department for inclusion in their weekly collection route. Should the job require more than two hours, the individual or corporations shall be billed for the additional charges. Charges will not be prorated. If a job takes more than two hours but less than a half day, the half day charge will apply. Conversely, if a job takes more than a half day, the full day charge will apply. No collections will be scheduled until the minimum fee is paid. The Town will utilize any and all collection methods available to them to collect any debt owed from this service, to include the NC Debt Set-Off Program.



## Storm Water Schedule of Fees

### STORM WATER FEES.

Storm water fees are based on the square footage of impervious surface in a structure and are calculated according to the equivalent residential unit (ERU) of the structure.

Residential Units	\$ 2.75 per ERU
Commercial Unit	\$ 3.75 per ERU

### STORM WATER PERMIT FEES AND INSPECTION FEES.

Effective June 11, 2007, Storm water permits and annual inspections are required for all new development. Storm water permit fees include the submission of the Storm water permit and the plan review for each new development. Property owners or other responsible parties will ensure that an annual inspection is performed. If a property owner fails to obtain an annual inspection, the Town will inspect the property and the property owner will be responsible for the inspection fee.

Type of Development/Activity	Ultimate Disturbance	Standard Fee
Residential/Non-Residential	Less than one (1) acre	Exempt – No Fee
Residential/Non-Residential	Over one (1) acre and less than 24% built upon area	Exempt – No Fee
Residential (multi or single family) and Non-Residential	Over one (1) acre and over 24% built upon area	\$250 Permit Fee
Annual Inspection of Structural Best Management Practice (BMP)	Each	\$500
Re-inspection of Structural Best Management Practice (BMP)	Each	\$500

### REFUNDS.

Property owners or any other responsible party may request a refund for any Storm water permit fees that have been submitted on their behalf within thirty (30) days of the submission of the permit and remittance of the fee.

## Water and Sewer Schedule of Fees

### **ADJUSTMENT POLICY.**

When requested, leak and break adjustments may be granted. Customers are allowed adjustments to utility bills once per calendar year and may be granted by the revenue supervisor. Additional adjustment requests shall only be authorized by the town manager upon a review of the customer's account and the circumstances surrounding the adjustment request. The town may refuse to make adjustments if the property owner does not take appropriate actions to correct plumbing problems or has reoccurring plumbing problems. You must provide the Town with a statement of repair from a plumber. In the event that the resident or landlord repairs the leak, a receipt showing the purchase of plumbing supplies and a statement from the individual who actually made the repair must be provided to the Town.

### **DELINQUENT ACCOUNT POLICY.**

Meters are read and bills are calculated on a monthly basis. Billings are mailed by the third day of each month. Account balances are due and payable on the tenth (10<sup>th</sup>) day of the month.

An account is considered delinquent if payment is not received by the due date. If account balances are not paid by the close of business on the eighteenth (18<sup>th</sup>) day of the month, a \$25.00 late fee may be assessed to each account. In the instance the due date occurs on a weekend day or holiday, the late fee will be applied after close of business on the following business day. Payments received after this time, whether in person, by mail, or in the drop-box will still be deemed past due.

If account balance remains unpaid following the close of business on the twenty-fifth (25<sup>th</sup>) day of the month, service is subject to be disconnected. Accounts with a balance of twelve dollars and fifty cents (\$12.50) or less will not be subject to disconnection. See the Town's Ordinance on delinquency for more information. The reconnect fee and account balance must be paid in full before service is reconnected.

The Department may attempt a call using our automated notification system to a home number provided by the customer alerting the customer as to the planned date of disconnection. It is the responsibility of the account holder to ensure that all information, including telephone numbers, is accurate and current.

### **RETURNED CHECK POLICY.**

In the event that the Town receives a return check on an account, the return check fee of \$25.00 will be added to the account. Should the account remain unpaid on the eighteenth (18<sup>th</sup>) day of the month or the account fall in delinquent status due to the return check, the account will be assessed a late fee and be subject to disconnection. Upon receipt of a returned check, the Town shall mail notification to the customer of the return, note the date that the customer must bring their account current, and the balance due on the account. If an account incurs three return checks, the account shall be placed on a "cash only" status.

**UTILITY DEPOSITS.**

All customers shall submit an application for new utility service. Individual customers should present a valid identification and social security card. Individual deposits are refundable and will transfer from a location within the Town’s jurisdiction to another location within the Town’s jurisdiction. Once individual water service is terminated, the deposit will be applied to the individual customers account balance and any credit balance in excess of \$3.00 will be refunded to the individual customer. Any final bill with a balance due to the Town less than \$3.00 will not be billed to the individual customer.

The following tiers of deposits shall apply to residential utility accounts:

Tier 1	\$ 50.00	Minimum deposit for homeowner
Tier 2	\$ 100.00	Minimum deposit for renter

Managers of multiple residential units may request the establishment of corporate accounts. These accounts would be covered under a master deposit established by the management and will be based on the number of units under their direct control.

Deposit Type	Amount
Individual – Commercial	\$ 75.00
Corporate – 0 – 50 units	\$ 1,500.00
Corporate – 51 – 100 units	\$ 2,000.00
Corporate – 101 – 200 units	\$ 2,500.00
Corporate – 201 – 300 units	\$ 3,000.00
Corporate – 301 – 400 units	\$ 3,500.00
Corporate – 401 – 500 units	\$ 4,000.00

**RATES.**

Water is assessed a flat rate and is metered at the first gallon of usage. Sewer is assessed a flat rate and is metered at the first gallon of usage. Pursuant to the Water Sewer Ordinance the sewer flat rate is charged to those accounts that sewer is available. Rates for customers who reside outside the corporate limits of the Town of Spring Lake will be double.

	Flat	Tier 1	Tier 2	Tier 3	Tier 4
Water	4.45	6.63	7.46	8.28	9.11
Sewer	11.10	6.38	7.17	7.72	8.53

- Tier 1 = 0 to 3,000 gallons
- Tier 2 = 3,001 to 6,000 gallons
- Tier 3 = 6,001 to 9,000 gallons
- Tier 4 = 9,001 and up

**Service Fees – Service fees are not refundable.**

Cut On or Transfer Fee	\$ 20.00
Emergency Service/After Hours Fee	\$ 50.00
Illegal Cut On Fee (Tampering Fee)	\$ 100.00 plus the cost of any repair materials
Inspection Fee	Cost + 15%
Irrigation Meter Seasonal Cut Off	\$ 15.00
Late Penalty	\$ 25.00
Meter Test Fee	\$ 25.00
Reconnect Fee	\$ 20.00
Septic Hauler Fee	\$ 0.033 per gallon
Temporary Service Fee ( <i>Maximum 30 days</i> )	\$ 25.00
Water Sample Test Fee	\$ 25.00

**UTILITY CONNECTION FEES.**

The fee structure for connecting onto the Town of Spring Lake utility system may include any of the following charges:

**Tap Fees**

Tap Fees allow the customer the opportunity to connect to the town’s water / sewer system. These fees cover the costs associates with installing a tap onto the town’s utility lines.

Residential Water Tap		Residential Sewer Tap	
Size	Tap Fee	Size	Tap Fee
3/4"	\$1,000	4"	\$1,125
1"	\$1,100	6"	\$1,803

When front footage of a lot is covered to install a water tap, a fee of \$8.00 per foot will be added. When front footage of a lot is covered to install a sewer tap, a fee of \$12.00 per foot will be added.

Combined Water and Sewer Taps are available for residential structures only. The tap includes a 3/4" water tap and a 4" sewer tap at a cost of \$435.00.

Commercial developers/owners may contract with a licensed utility contractor to install water and sewer taps according to the Town of Spring Lake standards and specifications. The developer/owner shall pay an inspection fee of \$50.00 for each tap and coordinate all activities with the Inspection Department.

Residential – Irrigation	
Size	Tap Fee
3/4"	\$450.00
1"	\$500.00

**It is the responsibility of the applicant to ensure that a proper backflow device is installed between the meter and the irrigation system.**

Commercial sewer taps and any water tap that is greater than 1" will be billed in to the following schedule:

Type of Fee	Hourly Rate
Supervisor	\$24.25
Regular Employee	\$16.75
Equipment	See Current Federal Emergency Management Agency Schedule

### **Capital Reserve Fees**

Residential (to include Mobile Homes):

1 Bedroom	\$ 350.00
2 Bedroom	\$ 500.00
3 Bedroom	\$ 625.00
Additional Bedrooms Add	\$ 200.00 each

Commercial:

Multiplex / Apartment / Condominium / Townhouse / Hotel – Motel / Bed & Breakfast (and like buildings)

2 to 50 Bedrooms	\$ 200.00 per bedroom
51 to 100 Bedrooms	\$ 175.00 per bedroom
101 to 200 Bedrooms	\$ 150.00 per bedroom
201 + Bedrooms	\$ 125.00 per bedroom

Restaurants\* (as defined by primary occupancy)

0 to 20 Seats	\$ 1,000.00
21 to 50 Seats	\$ 1,500.00
50 + Seats	\$ 2,000.00

\*All other types (curb service / vending / etc) will be assessed by amount requested on Fast Track Flow Allocation request at the rate of \$2.50 per 120 gallons (covers both water and sewer).

Multi Use (retail outlets)

< 5000 square feet	\$ 100.00 / 1000	or any portion thereof
> 5000 but < 25000 square feet	\$ 90.00 / 1000	or any portion thereof
> 25000 square feet	\$ 75.00 / 1000	or any portion thereof
<b>Factories</b>		
Based on projected full employment	\$ 75.00	per employee
<b>Laundries</b>		
	\$ 50.00	per machine
<b>Bars (as defined by primary occupancy)</b>		
Based on maximum allowable occupancy	\$ 50.00	per patron
<b>Camps (based on maximum occupancy)</b>		
With Central Bathhouse	\$ 25.00	each person
RV park	\$ 50.00	per space
<b>Office space</b>		
Based on projected full employment	\$ 60.00	per employee
<b>Nursing Homes</b>		
	\$ 200.00	per bedroom
<b>Service Stations / Repair shops</b>		
	\$ 250.00	per bay
<b>Car Washes</b>		
With water re-use technology	\$ 100.00	per bay
Without water re-use technology	\$ 250.00	per bay
<b>Swimming Pools / Aquatic Parks</b>		
Single Family (Water only fees – no sewer assessment)		
Under 10,000 gallons	\$ 25.00	
10,001 to 20,000 gallons	\$ 50.00	
Over 20,000 gallons	\$ 75.00	
Multi family / public (covers both water and sewer)		
Under 20,000 gallons	\$ 50.00	
20,001 to 30,000 gallons	\$ 100.00	
Over 30,000 gallons	\$ 150.00	
<b>Private Schools / Training Facilities / Daycare</b>		
Based on maximum allowable occupancy	\$ 25.00	per student

At the discretion of the Town of Spring Lake additional supporting documentation (such as actual flow / flow restriction devices / engineering reports) may be submitted to mitigate fees. Based on the information submitted to the Board, further determination may be considered as to a specific project or development.

If you are required to get a water and/or sewer extension permit from NC DENR the Town will

require that you extend the service(s) to the boundaries of the property. If you choose to have the Town do this work it will be billed at current prices (quote upon request).

Tap fees are applied if the Town has (or will) install(ed) the service(s) to the property. If you connect to the existing service line at your own expense, no tap fee is assessed.

All Capital Reserve Fees are split equally between water and sewer unless otherwise noted.

### **WATER AND SEWER (FINANCE)**

#### **Beer and Wine Licenses – Annual, from July 1 to June 30**

Beer Dealers (Wholesale)	\$37.50	Set by State
Wine Dealers (Wholesale)	\$37.50	Set by State
Beer and Wine Dealers (Wholesale)	\$62.50	Set by State
Beer Dealers (retail, on premises)	\$15.00	Set by State
Beer Dealers (retail, off premises)	\$ 5.00	Set by State
Wine Dealers (retail, on premises)	\$15.00	Set by State
Wine Dealers (retail, off premises)	\$10.00	Set by State