



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #23-06-21-001

TOWN OF KNIGHTDALE, NORTH CAROLINA ANNUAL OPERATING BUDGET ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2024

BE IT ORDAINED by the Town Council of the Town of Knightdale, North Carolina

that the following anticipated fund revenues and departmental expenditures, together with certain fees and charges schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Summary

| | |
|---|--------------------------|
| General Fund | \$ 29,411,562 |
| Storm Water Fund | 1,716,206 |
| Capital Projects Funds | |
| General Capital Reserve Fund | <u>1,952,373</u> |
| Total Annual Operating Budget Ordinance | <u>\$ 33,080,141</u> |

Section 1: General Fund - Fund 10

Anticipated Revenues by Category:

| | |
|---|---------------|
| Ad-Valorem Taxes | \$ 11,939,300 |
| Local Option Sales Tax | 6,764,000 |
| Other Taxes and Licenses | 370,500 |
| Unrestricted Intergovernmental Revenues | 1,169,000 |
| Restricted Intergovernmental Revenues | 4,042,314 |
| Permits and Fees | 472,000 |
| Sales and Services | |
| Sanitation Revenues | 1,176,000 |
| Parks and Recreation Revenues | 259,850 |
| Investment Earnings | 405,000 |
| Miscellaneous | 223,150 |

Other Financing Sources:

| | |
|------------------------|-----------|
| Vendor Financing | 230,000 |
| Interfund Transfers In | 1,993,373 |

Fund Balance Appropriated

| | |
|---------------------------|----------------|
| Undesignated Fund Balance | <u>367,075</u> |
|---------------------------|----------------|

Total Revenues and Other Financing Sources \$ 29,411,562

Authorized Expenditures by Department:

| | |
|--|--------------|
| Administration | \$ 1,066,324 |
| Legislative | 428,615 |
| Community Relations | 512,966 |
| Human Resources | 952,142 |
| Finance | 1,007,871 |
| Information Technology | 567,455 |
| Public Safety | |
| Police | 6,662,005 |
| Fire | 6,417,647 |
| Public Works | |
| Grounds Maintenance | 987,944 |
| Streets – Powell Bill | 586,500 |
| Sanitation | 1,318,950 |
| Operations | 1,513,454 |
| Development Services | 2,131,889 |
| Parks, Recreation, and Cultural Programs | 2,118,995 |
| Debt Service | 2,471,805 |

Other Financing Uses:

| | |
|-------------------------|----------------|
| Interfund Transfers Out | <u>667,000</u> |
|-------------------------|----------------|

Total Expenditures and Other Financing Uses \$ 29,411,562

Section 2: Storm Water Fund - Fund 60**Anticipated Revenues by Category:**

| | |
|---------------------|--------------|
| Sales and Services | \$ 1,306,421 |
| Investment Earnings | 40,000 |

Fund Balance Appropriated

| | |
|---------------------------|----------------|
| Undesignated Fund Balance | <u>369,785</u> |
|---------------------------|----------------|

Total Revenues and Other Financing Sources \$ 1,716,206

Authorized Expenditures:

| | |
|-------------|------------------|
| Storm Water | <u>1,716,206</u> |
|-------------|------------------|

Total Expenditures \$ 1,716,206

Section 3: General Capital Reserve Fund - Fund 70

| | |
|---|---------------------|
| Anticipated Revenues by Category: | |
| Other Taxes and Licenses | \$ 150,000 |
| Permits and Fees | 125,000 |
| Investment Earnings | 50,000 |
| Other Financing Sources: | |
| Interfund Transfers In | 1,219,475 |
| Fund Balance Appropriated | <u>407,898</u> |
| | |
| Total Revenues and Other Financing Sources | <u>\$ 1,952,373</u> |
| Other Financing Uses: | |
| Interfund Transfers Out | <u>1,952,373</u> |
| | |
| Total Expenditures and Other Financing Uses | <u>\$ 1,952,373</u> |

Section 4: Levy of Taxes

There is hereby levied, for Fiscal Year 2024, the following Ad Valorem Tax Rate per one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2023 for the purpose of raising the revenue from Ad Valorem Taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations.

| | |
|---|-----------------|
| This rate of tax is based on an estimated assessed valuation of | \$2,660,822,222 |
| | |
| General Fund | <u>\$ 0.45</u> |
| Total Rate per \$100 of Valuation of Taxable Property | <u>\$ 0.45</u> |

Section 5: Fees and Charges

There is hereby established, for Fiscal Year 2024, various fees and charges as contained in Attachment A located in the appendix section of this document.

Section 6: Budget Officer Restrictions and Special Authorizations

The Budget Officer shall not have any authority to appropriate fund balance or to increase total appropriations. All interfund and interdepartmental transfers, except as noted below, shall be accomplished only with specific advance approval of the Knightdale Town Council.

- A. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergencies.

- C. The Budget Officer shall be authorized to execute interdepartmental transfers within the same fund provided the amount does not exceed ten percent of the appropriated monies for the department whose allocation is needed.

Section 7: Re-Appropriation of Funds Encumbered in Fiscal Year 2023

Operating funds encumbered on the financial records as of June 30, 2023 are hereby re-appropriated to Fiscal Year 2024.

Section 8: Classification and Pay Plan

There is hereby established for Fiscal Year 2024, certain positions, job titles and salary ranges for all authorized Town employees, as included in Attachment B. The Town Manager is authorized to fill such positions at the grade stated for each position and within the first twenty steps. The Town Council shall approve any deviation in advance.

There is hereby established for Fiscal Year 2024, certain limited service positions, job titles and pay rates as included in Attachment C. The Town Manager is hereby authorized to fill such positions at the hourly rate stated for each position.

Section 9: Utilization of Budget Ordinance

This ordinance shall be the basis of the financial plan for the Town of Knightdale during the 2023-2024 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

Section 10: Funding of the General Capital Reserve Fund

- A. Following the delivery of the audited financial statements to the Town Council, the Finance Director will calculate the fund balance available (FBA) for appropriation in the General Fund by the same method used by the Local Government Commission (LGC). Any amount above forty percent shall be transferred to the General Capital Reserve Fund for future capital needs.
- B. The amount calculated by the Finance Director to equal two cents of the tax rate shall be transferred to the General Capital Reserve Fund for future capital needs. It shall be identified as "General Fund Contribution to Capital Improvement Plan."
- C. The amount calculated by the Finance Director to equal one half cent of the tax rate shall be transferred to the General Capital Reserve Fund for future maintenance of parks and greenways. It shall be identified as "General Fund Contribution to Capital Maintenance Funding."
- D. It shall be the policy of the Town to place the proceeds of the sale of assets and "windfall" income, unbudgeted or unexpected revenue, from any source into the General Capital Reserve Fund for future capital needs when such amounts exceed \$100,000.

Section 11: Town Manager Contract Authorization Limit

The Town Manager (or designee) is hereby authorized to approve and sign contracts up to \$100,000 without prior Town Council approval.

The Finance Director shall establish and maintain all records, which are in consonance with this ordinance, and the appropriate Statutes of the State of North Carolina.

Adopted this 21st day of June, 2023.

Mayor Jessica Day

Town Manager/Budget Officer William R. Summers

Town Clerk Heather M. Smith

FY24 Town of Knightdale Fee Schedule

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Taxes & Fees

TAXES

| | |
|---|--|
| Property Tax | \$0.45 per \$100 of assessed valuation |
| Vehicle Tax | \$30.00 |
| Beer and Wine Licenses | |
| Wine - Off Premises | \$10.00 |
| Beer – Wholesalers | \$37.50 |
| Wine – Wholesalers | \$37.50 |
| Beer & Wine - Wholesalers by Same License | \$62.50 |

FEES

Stormwater Fees

| | |
|---|--------|
| Residential Single-Family Homes (flat fee monthly) | \$6.75 |
| Commercial (per 2200 square feet of impervious surface) | \$6.75 |

Solid Waste & Recycling Fees

| | |
|-----------------------|---------|
| Solid Waste (monthly) | \$12.50 |
| Recycling (monthly) | \$5.00 |

Golf Cart Fees

| | |
|-------------------|----------|
| Registration | \$100.00 |
| Replacement Decal | \$20.00 |

Miscellaneous Fees

Copies

No personal copies made for the public. Costs are per page.

| | |
|----------------|--------|
| 8.5 X 11 | \$0.15 |
| 8.5 X 14 | \$0.25 |
| 11 X 17 | \$0.25 |
| Certified Copy | \$2.00 |

Copies of Documents

Per NC Public Records laws, certain information will not be available to the public.

Special record requests will be addressed following the completion of daily and routine duties.



| | |
|--|----------|
| Standard Specifications and Construction Details | \$30.00 |
| Budget Proposal | \$30.00 |
| Audit Report (CAFR) - available on-line at no charge | \$20.00 |
| Town Code of Ordinances | \$75.00 |
| Supplement to Town Code of Ordinances | \$10.00 |
| Comprehensive Plan | \$35.00 |
| Unified Development Ordinance | \$35.00 |
| Meeting Notice Request, per year | \$10.00 |
| Lien of Property Fee | \$100.00 |
| Election Filing Fee | \$50.00 |

Billings and Collections

- All fees are due within thirty (30) days of the invoiced date.
- Fees not paid within thirty (30) days shall accrue an interest charge of 0.75% per month on the unpaid balance, which is 9% annual interest.
- The Town shall be reimbursed for its expenses of collection, including court costs and legal fees.

Public Safety

Police Department

| | |
|--|---------------------------------|
| Fire Lane Parking Infraction | \$50.00 |
| Handicapped Parking (State Citation) | \$100.00 plus costs of court |
| Handicapped Parking (Town of Knightdale Ordinance) | \$50.00 |
| Various Parking Infractions - General No Parking | \$15.00 |
| Solicitor Fee | \$25 per person for 3 days |
| Off-Duty Officer Rate (3-hour minimum) | \$60 per hour |



Fire Department

All businesses and buildings in the Town of Knightdale and its extraterritorial jurisdiction (ETJ) subject to the North Carolina Fire Code shall be inspected by the Town.

Fire Code Inspections

| Square Footage | | Fee |
|--------------------------------|---------|----------|
| 0 | 999 | \$25.00 |
| Group Home | | \$25.00 |
| Multi-Residential Common Areas | | \$50.00 |
| 1,000 | 2,499 | \$50.00 |
| 2,500 | 4,999 | \$60.00 |
| 5,000 | 9,999 | \$100.00 |
| 10,000 | 24,999 | \$150.00 |
| 25,000 | 49,999 | \$200.00 |
| 50,000 | 199,999 | \$250.00 |
| 200,000 | 299,999 | \$300.00 |
| 300,000 | 399,999 | \$400.00 |
| Greater than 399,999 | | \$500.00 |

Note: Fees do not apply for Foster Homes

Life Safety Violations

\$250.00 per violation per day

Re-Inspections (Periodic Fire Inspections)

| | |
|--|----------|
| First | \$25.00 |
| Second | \$50.00 |
| Third | \$100.00 |
| Fourth and Beyond | \$200.00 |
| Final Re-Inspection (All Violations Corrected) | \$25.00 |



Fourth and Beyond

\$200.00

Certificate of Occupancy (minimum charge)

\$50.00 per hour

- Certificate of Occupancy inspections are charged on a per hour basis.
- Any additional time past each hour will be rounded up to the next hour.
- Re-inspection charges will be at the same rate as annual re-inspection fees.

Fire Permits

| | |
|---------------------------------------|----------|
| Bowling Alley Resurfacing | \$75.00 |
| Carnivals and Fairs | \$100.00 |
| Combustible Dust Producing Operations | \$75.00 |
| Compressed Gases | \$75.00 |
| Cutting and Welding | \$75.00 |
| Dry Cleaning Plants | \$50.00 |
| Exhibit and Trade Shows | \$100.00 |

Explosives / Blasting

| | |
|---|----------|
| 48 Hours | \$75.00 |
| 90 Days | \$200.00 |
| Trip Charge* | \$50.00 |
| Closure of a Right-of-Way (when required) | \$250.00 |

** If blasting will be done within 500 feet of a structure and/or within 250 feet of a roadway, a Knightdale fire official is required to be on site for the blasting. A trip charge will be assessed for each trip to the construction site. This fee may be adjusted by the Fire Chief based on the nature of the structure and unique circumstances.*

| | |
|-----------------------------------|----------|
| Flammable and Combustible Liquids | \$75.00 |
| Flammable Finishes | \$75.00 |
| Hazardous Chemicals | \$75.00 |
| High Piled Combustible Stock | \$75.00 |
| Insecticide Fogging | \$75.00 |
| Vehicles and Assembly | \$100.00 |
| Pyrotechnics and Fireworks | \$150.00 |
| Spraying or Dipping | \$100.00 |



| | |
|---|-------------------|
| Tents, Per Tent | \$100.00 |
| Tank Removal / Installation | \$200.00 per tank |
| Burning Permit (Ceremony or Bonfire) | \$100.00 |
| Burning Permit* Land Clearing (30 day permit) | \$200.00 |

** Department and North Carolina Forestry Service. Burning permits are issued for site development with a distance requirement of 500 feet to the nearest structure. This fire may generally be started between 9 a.m. and 6 p.m. and no combustible material may be added to the fire between 6 p.m. and the end of the workday.*

Sprinkler Systems

| | |
|--------------------------------------|---|
| Sprinkler System Installation | \$200.00 or \$0.014 per square foot whichever is greater |
| Fire Pump Installation | \$200.00 |
| Standpipe System Installation | \$100.00 |
| Hood Suppression System Installation | \$100.00 |
| Fire Hydrant Flow Test | \$100.00 |

Fire Alarms

| | |
|--|---|
| Fire Alarm Installation | \$200.00 or \$0.014 per square foot whichever is greater |
| Re-Review/Permit Renewal of any Fire Protection System | ½ of Original Fee |



Parks Recreation & Cultural Programs

Athletic Programs and Fees

Youth Sports

| | Resident | Non-Resident |
|---------------------------------|----------|--------------|
| Basketball | \$45.00 | \$65.00 |
| Tee Ball (Age 4) | \$25.00 | \$40.00 |
| Modified Tee Ball (Ages 5-6) | \$25.00 | \$40.00 |
| Coach Pitch Baseball (Ages 7-8) | \$45.00 | \$65.00 |
| Baseball (Ages 9-15) | \$45.00 | \$65.00 |
| Softball (Ages 7-8) | \$45.00 | \$65.00 |
| Softball (Ages 9-12) | \$45.00 | \$65.00 |
| Sport Academies (Ages 7-15) | \$25.00 | \$45.00 |

Adult Sports

Registration fees are calculated based on the number of teams and service level provided in each league. Registration fees are intended to cover the actual cost (equipment/supplies, officials, maintenance) of the program.

| | Resident | Non-Resident |
|-------------------------|----------|--------------|
| Softball (Men's League) | \$40.00 | \$60.00 |
| Sports (Coed) | \$40.00 | \$60.00 |
| Basketball 3 on 3 | \$30.00 | \$50.00 |

Knightdale Community Pool

Admission fee per visit.

| | Resident | Non-Resident |
|-----------------------------------|-----------|--------------|
| Under Age 1 | No Charge | No Charge |
| Ages 1-5 | \$2.00 | \$3.00 |
| Ages 6-12 | \$4.00 | \$5.00 |
| Ages 13 and older | \$5.00 | \$6.00 |
| Late Admissions (5:00pm to close) | \$3.00 | \$3.00 |

Summer Pass

100 pool days during the calendar season only and includes Memorial Day and Labor Day.

| | | |
|------------------------|---------|---------|
| Individual (Ages 1-5) | \$50.00 | \$60.00 |
| Individual (Ages 6-12) | \$75.00 | \$85.00 |



| | Resident | Non-Resident |
|--------------------------------|----------|--------------|
| Individual (Ages 13 and older) | \$100.00 | \$110.00 |
| Family Package (3 or more) | \$150.00 | \$160.00 |
| Seniors (Ages 55 and older) | \$50.00 | \$60.00 |

Water Aerobics

Price based on instructor cost and session length

Facility Rentals

- Knightdale Parks, Recreation and Cultural Programs offers multiple locations for rent.
- Facilities are rented hourly with a 2-hour minimum and 6-hour maximum unless noted.
- All facility and field rentals require a \$50.00 security deposit that will be refunded upon completion of post event check out.
- Full deposit or any portion may be retained to cover damage or clean up fees post event.
- Two-week advance registration required.
- Additional Staff charges to include police officers, public works, and recreation staff may apply.
- All for-profit rental fees will be 2 times the amount listed below.

Event Staffing

\$30.00 per
hour per staff
member

Knightdale Community Pool Cabana

Package includes 2 hours and 10 pool passes

| Resident | Non-Resident |
|----------|--------------|
| \$60.00 | \$80.00 |

Recreation Center Rooms

All rates are per hour

| | Resident | Non-Resident |
|--|----------|--------------|
| Box Car: Room 404 (35 person max) | \$40.00 | \$65.00 |
| Cabin: Room 406 (35 person max) | \$40.00 | \$65.00 |
| Box Car and Cabin: Rooms 404 & 406 (70 person max) | \$70.00 | \$95.00 |
| Conductor: Meeting Room (35 person max) | \$40.00 | \$65.00 |
| Kitchen | \$20.00 | \$35.00 |

Recreation Center Gym Rental

| | Resident | Non-Resident |
|--------------------------------|----------|--------------|
| Athletic Events (per hour) | \$50.00 | \$75.00 |
| Non-Athletic Events (per hour) | \$100.00 | \$125.00 |

Rentals

Field Preparation

\$50.00 per
preparation



Resident Non-Resident

Community Park Baseball Complex

| | | |
|---|------------|------------|
| Baseball / Softball Fields (per hour for each field) | \$40.00 | \$60.00 |
| Baseball / Softball Fields (flat fee for 1/2-day rental of 4-6 hours) | \$150.00 | \$160.00 |
| Baseball/Softball Fields (flat fee for rental for over 6 hours) | \$225.00 | \$250.00 |
| KCP-Flat Rate Game/Tournament Full Complex Rental (per day) | \$1,600.00 | \$1,600.00 |
| KCP-Flat Rate Game/Tournament Single Field Rental (per day) | \$400.00 | \$400.00 |

Fee includes lights if needed

Knightdale Station Park Soccer Fields *(Per hour for each field usage)*

| | | |
|--|---------|---------|
| KSP - Soccer Field - Adult Programs | \$60.00 | \$85.00 |
| KSP - Soccer Field - Youth Programs | \$40.00 | \$60.00 |
| KSP - Soccer Field - Lights (per hour) | \$30.00 | \$40.00 |

Knightdale Elementary School Fields *(Per hour)*

| | | |
|--|---------|---------|
| KES 1 – T-Ball/Kickball | \$15.00 | \$30.00 |
| KES 2 – Little League Baseball/Softball | \$15.00 | \$30.00 |
| KES 3 – Multipurpose Field (Baseball/Football) | \$15.00 | \$30.00 |
| KES 4 – Multipurpose Field | \$15.00 | \$30.00 |

Access to Lights – Add \$15.00 per hour

Forestville Road Soccer Field *(Per hour for each field usage)*

| | | |
|-----------------------------------|---------|---------|
| KRC Soccer Field - Youth Football | \$30.00 | \$40.00 |
|-----------------------------------|---------|---------|

Knightdale Station Park Shelter Rentals

Rentals are available in 3 hour blocks – either 10 am-1pm or 2pm -5pm
Winter Months (December, January, & February) rate are ½ price

Resident Non-Resident

| | | |
|---|----------|----------|
| Picnic Shelter (PSNC Energy Shelter) per hour | \$40.00 | \$65.00 |
| Wilder Plaza Full Shelter Pavilion | \$100.00 | \$125.00 |
| YMCA Picnic Shelter | \$40.00 | \$65.00 |



Knightdale Station Park Amphitheater Non-Profit Rentals

*One fundraiser per group allowed per calendar year
Other fees may apply*

| | Resident | Non-Resident |
|---|-----------------|---------------------|
| Amphitheater Stage, Restrooms, and Reserved Lawn Area | \$800.00 | \$1,000.00 |

Knightdale Partnership Programs

Knightdale Station Park Brick Paver Program

\$100.00

(Includes 4" X 8" brick with up to 3 lines engraving)

Christmas Parade Participation

| | |
|--|---------|
| Floats / Vehicles (with advertisements) | \$75.00 |
| Marchers (schools, businesses, etc.) | \$25.00 |
| Antique Vehicles/Scouts/Non-Profits/Marching Bands | Free |

Food Truck/Vendor and Other Vendor Participation

- *Knightdale offers multiple opportunities for food truck and other vendors to participate in local events.*
- *Please contact the Recreation Department at (919) 217-2232 for more information.*
- *Note that vendor coordination of Town events may be outsourced to a third-party agent.*

| | |
|---|----------|
| Food Truck/Vendor Standard Event (Deposit) | \$75.00 |
| Food Truck/Vendor Large Event (Deposit) | \$200.00 |
| Non-Food Vendor (per single-size booth and per event) | \$50.00 |
| Food Truck/Annual Permit Fee | \$150.00 |

Knightdale Community Park Sign / Banner Sponsorship Program

| | |
|---|----------|
| Fence Sign Program (4' x 8', full color) – 2 Year Program | \$350.00 |
| Field Score Box Sign Program (2' x 3', full color) – 2 Year Program | \$250.00 |



Development Services

- Please note that certain fees listed below are collected on behalf of Wake County.
- Contact the Wake County Inspections Department (919)856-6310, for questions regarding Wake County fees. Those fees are listed here as information for developers and citizens.
- If Wake County adjusts these fees, no formal action is required by the Knightdale Town Council to update the information here.
- **All fees are due upon submission of application, unless otherwise noted.**

Amendment Petition Fees

Amendment to Zoning Map

General Use District \$600.00

Conditional Use District \$600.00

Amendment to Unified Development Ordinance \$600.00

Amendment to Comprehensive Plan \$600.00

Special Use/Planned Unit Development Permit Fees

Residential Use \$600.00

Plus per acre fee \$50.00

Nonresidential \$600.00

Special Use Permit Modification \$600.00

Master Plan Application Fees

With Site Plan Review (flat fee plus per acre fee) \$600.00

With Site Plan Review (per acre fee) \$50.00

Land Use Review Board Fees

Variances \$600.00

Appeals or Interpretations \$600.00

Development Permit Fees

Annexation Petition \$500.00

Utility Allocation/Developer Agreement \$500.00

Zoning Compliance Permit

Without Site Plan Review \$100.00



Zoning Verification Letter \$100.00
(submittal fee plus up to one hour research preparation)

Additional Fee Per Hour \$50.00

Sign Permit \$75.00

Banner Permits (per application) \$25.00

Final Plats

Exempt \$200.00

Recombination \$200.00

Right-of-Way Dedication \$200.00

Boundary Survey \$200.00

Minor Subdivision / Family (plus per lot fee) \$200.00

Major Subdivision (plus per lot fee) \$300.00

Additional Lot Fee \$10.00

Petition to Close a Right-of-Way \$100.00

Printed Maps

11" x 17" \$5.00

Large Format Maps, if feasible (per square foot) \$1.00

Custom Maps

Produced by the Development Services Department, if feasible
(per hour, 1 hour minimum) \$60.00

Engineering and Legal Review Fees

- *Payments for engineering, consulting and legal review services will be due upon invoice.*

Engineer Review

Actual Costs

- Payment for review of plans, specifications, and Traffic Impact Analysis by the Town's Consulting Engineer shall be the responsibility of the project developer.
- A pre-application conference will be held to determine the scope and cost of the services to be provided by the consultant.
- The project developer will be billed directly by the consultant and all invoices must be paid prior to project Construction Improvement Plan (CIP) issuance by the Town.



Legal Review

Actual Costs

- Reimbursement of costs incurred by the Town, which are outside those services covered by the retainer agreement between the Town and the Town Attorney, including, but not limited to, review of legal documents, preparation for court cases and attendance at meetings.

Sketch Plan Review (Site Plan & Subdivision Courtesy Review)

Fees are due prior to formal submittal for special use permit, zoning compliance or major subdivision.

| | |
|---------------------------|----------|
| Submittal Fee | \$300.00 |
| Engineer (per hour) | \$100.00 |
| Senior Planner (per hour) | \$80.00 |

Construction Plan Review

| | |
|---------------------------------|----------|
| Construction Plan Submittal Fee | \$700.00 |
| Engineer (per hour) | \$100.00 |
| Planner II (per hour) | \$80.00 |

Urban Service Area Site Review Fees

Review by Town Staff for areas within the Urban Service area, but not within the current Knightdale corporate limits or extraterritorial jurisdiction.

| | |
|---------------------|----------|
| Engineer (per hour) | \$100.00 |
| Planner (per hour) | \$80.00 |

Payments In Lieu of Recreation Fees

| | |
|--|------------|
| Lots recorded on or after July 1, 2000 (per dwelling unit) | \$2,500.00 |
|--|------------|

NOTE: Unit fees are due upon plat approval for new residential subdivisions or upon application for building permit, whichever occurs first. Fees are due for all lots within the Knightdale Planning Jurisdiction. Payment in lieu of construction of recreation for family subdivisions is due upon application for a building permit.

Actual Costs

Payments In Lieu of Street Construction

NOTE: Fees are due upon issuance of a Construction Improvement Permit or upon final plat approval for new subdivisions or upon application for building permit, whichever occurs first. Actual costs are as approved by the Town's Engineering consultant.



Transportation Development Fees

- Fees are consistent with the Town's Capital Improvement Plan (CIP)
- Fees are calculated per square foot.
- Fees due upon final plat approval for new subdivisions or upon application for building permit, whichever occurs first.
- Fees are due for all lots within the Knightdale Planning Jurisdiction.

Residential

| | |
|--|----------|
| Single Family | \$400.00 |
| Multi-Family and Attached Residential (per unit) | \$300.00 |
| Hotel / Motel (per room) | \$313.00 |

Industrial

Charged based on greater fee of per 1,000 square feet versus per acre.

Industrial / Manufacturing / Agricultural Processing

| | |
|-----------------------|------------|
| Per 1,000 Square Feet | \$181.00 |
| Per Acre | \$1,835.00 |

Warehouse / Wholesale / Distribution / Transfer / Storage

| | |
|---|----------|
| Per 1,000 Square Feet | \$302.00 |
| Miniwarehousing - Per 1,000 Square Feet | \$80.00 |

Office, Hospitals and Medical Care Facilities

| | |
|---|----------|
| Per 1,000 Square Feet (less than 100,000 sf) | \$543.00 |
| Per 1,000 Square Feet (100,000 to 199,999 sf) | \$438.00 |
| Per 1,000 Square Feet (greater than 200,000 sf) | \$334.00 |

Institutional

| | |
|---|----------|
| Group Quarters (per bed) | \$80.00 |
| Churches (per 1,000 square feet) | \$135.00 |
| Day Care Facilities (per licensed enrollee) | \$83.00 |
| Elementary & Middle Schools (per student)* | \$32.00 |
| High Schools (per student)* | \$43.00 |
| Cemetery (per acre) | \$127.00 |

** A standard based on students refers to the total student capacity of either any new school or an addition to an existing school. Twenty-five students is the student capacity set for each temporary classroom.*



Retail

| | |
|--|------------|
| Per 1,000 Square Feet (less than 50,000 sf) | \$1,092.00 |
| Per 1,000 Square Feet (50,000 to 99,999 sf) | \$982.00 |
| Per 1,000 Square Feet (100,000 to 199,999 sf) | \$1,247.00 |
| Per 1,000 Square Feet (200,000 to 299,999 sf) | \$1,148.00 |
| Per 1,000 Square Feet (greater than 300,000 sf) | \$950.00 |
| Outdoor Retail Display Areas as Primary Use (per acre) <i>A standard based on acreage refers to the total land and water surface area of any lot or lots on which any primary, accessory or incidental use or portion thereof is located.</i> | \$1,939.00 |
| Retail Delivery Pumps (per pump) <i>For retail uses that include the sale of motor fuels to the public. Note: This fee is eligible for a credit subject to an approved developer agreement.</i> | \$190.00 |
| Parking, In-Town Center Overlay District <i>Fees due upon final plat approval for new subdivisions and upon application for building permit for existing lots of record.</i> | \$500.00 |

Site & Public Infrastructure Inspection Fees – Public Infrastructure

The same fees will apply for any development projects requiring infrastructure inspections by the Town which are in the Urban Service Area but not in the Town's corporate limits or ETJ.

| | |
|---|----------|
| Storm Drainage (per linear foot) | \$1.00 |
| Streets (per linear foot) | \$1.00 |
| Subdivision Final Re-Inspection <i>Inspection at conclusion of warranty period</i> | \$400.00 |
| Sidewalks (per linear foot) | \$1.00 |
| Curb & Gutter (per linear foot) | \$1.00 |
| Greenway (per linear foot) | \$1.00 |
| Tree Protection Fence (per linear foot) | \$0.025 |

| | |
|---|-----------------|
| Weekend Inspection Fee (Knightdale Employee) | \$300.00 |
|---|-----------------|

| | |
|---|-----------------|
| Building Permit Administration and Review Fee <i>Due upon application for building permit</i> | \$100.00 |
|---|-----------------|

Trade Permit Administration Fee

Due upon application for trade permit

| | |
|--------------------------|-------|
| Residential & Commercial | 30.00 |
|--------------------------|-------|



Zoning Inspection Fees (Knightdale Fees)

Fees due upon application for building permit

Residential & Minor Commercial (Upfit)

| | |
|------------------------------|---------|
| Setback | \$25.00 |
| Driveway/Sidewalk | \$25.00 |
| Plot Plan-Field Verification | \$25.00 |
| Certificate of Occupancy | \$25.00 |
| Re-Inspection | \$75.00 |

Commercial Construction – New or Major Alteration

| | |
|------------------------------------|----------|
| Setback | \$150.00 |
| Certificate of Occupancy– Base Fee | \$150.00 |
| Plus Per Acre Fee | \$50.00 |
| Re-Inspection Fee | \$100.00 |

Violations

First Day

| | |
|--|----------|
| Unified Development Ordinance | \$250.00 |
| Sign Ordinance (first offense) | \$100.00 |
| Sign Ordinance (second offense within six months) | \$250.00 |
| Landscaping (per violation) | \$50.00 |
| Plus per square foot area of vegetation | \$2.00 |
| Lighting | \$50.00 |
| Environmental Protection | \$250.00 |
| Occupancy of Building without CO | \$500.00 |
| Occupancy of Building after Expiration of Temporary CO | \$500.00 |

Each Succeeding Day Until Corrected

Penalties are assessed on a per day basis

| | |
|--|----------|
| Unified Development Ordinance | \$50.00 |
| Sign Ordinance | \$25.00 |
| Landscaping | \$50.00 |
| Lighting | \$50.00 |
| Environmental Protection | \$250.00 |
| Occupancy of Building without CO | \$100.00 |
| Occupancy of Building after Expiration of Temporary CO | \$100.00 |



Code Enforcement / Nuisance Vegetation Abatement

| | |
|--|--------------|
| First Hour (or fraction thereof) | 200.00 |
| Each Additional Hour (or fraction thereof) | 100.00 |
| Contractor Clearance | Actual Costs |

Residential Building Permit Fees

Fees include both Wake County and Knightdale portion thereof

New Dwellings

- *Single Family, Duplex, or Townhouses.*
- *Modular Homes.*
- *House Moved (open construction)*

| | Square Footage | Fee |
|--------------------------------|----------------|------------------------|
| Per Dwelling Fee* | Up to 1,200 | \$436.00 |
| Base Fee, plus Per Square Foot | Over 1,200 | \$0.20 per square foot |

* *Gross floors are finished within the inside perimeter of the exterior walls with no deduction for garage, corridors, stairs, closets, or other features. Finished area is that portion of building served by either electrical, mechanical, or plumbing systems and suitable for occupant's use.*

Residential Additions

| | Square Footage | Fee |
|--|----------------|----------|
| | Up to 400 | \$228.00 |
| | Over 400 | \$436.00 |

Multi-Family Dwelling

- *Apartments*

| | |
|--------------------------|----------|
| For the First Unit | \$436.00 |
| For Each Additional Unit | \$222.00 |

| | |
|--------------|----------|
| Mobile Homes | \$182.00 |
|--------------|----------|

Residential Modular Units & Dwellings Moved On-Site

(closed construction)

| | |
|---|--------|
| Cost of land use and trade inspection fees plus fee per square foot | \$0.20 |
|---|--------|



Residential Accessory Structures

- *Decks, Garages, Open Porches*

Cost of land use and trade inspection fees plus fee per square foot \$0.20

Land Use \$60.00

Temporary Service Poles \$60.00

Trade Inspections

| | Building |
|------------|----------|
| Electrical | \$60.00 |
| Mechanical | \$60.00 |
| Plumbing | \$60.00 |

Non-Residential Building Permit Fees

Based on Project Cost (per trade)

| Range | | Fee |
|-----------|-------------|------------|
| \$0 | \$700 | \$60.00 |
| \$701 | \$1,500 | \$100.00 |
| \$1,501 | \$2,500 | \$155.00 |
| \$2,501 | \$25,000 | \$225.00 |
| \$25,001 | \$50,000 | \$450.00 |
| \$50,001 | \$100,000 | \$900.00 |
| \$100,001 | \$200,000 | \$1,800.00 |
| \$200,001 | \$350,000 | \$3165.00 |
| \$350,001 | \$500,000 | \$4,150.00 |
| \$500,001 | \$750,000 | \$5,600.00 |
| \$750,001 | \$1,000,000 | \$7,000.00 |

Add 0.15% for each million dollars over \$1,000,000 or portion thereof (multiply by 0.0015)

Administrative Fee (Wake County) \$60.00

An Administrative fee will be charged for each resubmitted site plan, inspector field consultation, permit amendment, addendums and construction plans requiring two or more reviews.

Re-Inspection Fee \$60.00

- *(SF Dwellings & Duplex Only) One re-inspection will be conducted in each of the trades areas (building, electrical, plumbing, HVAC) at no additional charge.*
- *Any additional re-inspections will be assessed a re-inspection fee.*
- *Construction work discovered to have been done without the proper permit(s) in place is subject to doubled fees by Wake County and/or Knightdale.*



Administrative Change Fee

\$50.00 per permit

Town of Knightdale fee applies to add/change of contractor or permit revisions after issuance

Add/Change Contractor Fee

\$60.00 per addition
of each trade

Wake County fee when there have been trade specific inspections

Farm Animals

- *Farm animals include but are not limited to the following: cattle, horses, sheep, goats, mules, swine and fowl.*
- *Permit Requires 200-foot buffer from all adjacent properties.*

Permit Application fee to Keep Farm Animals \$50.00

Encroachments (irrigation, landscaping, non-utility)

Encroachment Permit Fee \$100.00

Encroachment Inspection Fee \$75.00

Erosion and Sediment Control

Land Disturbance Permit \$250.00 per acre
or part thereof

Plan Review Fee (per disturbed acre or portion) \$250.00 per acre
or part thereof

Plan Resubmission Fee (at second and subsequent submissions) \$100.00

Plan Review Fee (Permit expired and renewal one more year) \$125.00 per acre

Plan Review Fee (Permit expired and renewal two more years) \$250.00 per acre

Plan Amendment Fee \$150.00

Individual Lot Plan Review \$100.00 per lot

Plan Transfer \$150.00

Re-Inspection Fee \$60.00

Permit Fees: \$250 per acre of disturbance for grading permit. Fees include plan review, permit issuance, and inspections for a 2-year period. Example: \$500 x 0.4 acres = \$200.

POSITION CLASSIFICATION PLAN
Budget Ordinance 23-06-21-001 Attachment B

| Position/Class Title | NCLM Class Code | Number of Positions | Salary Grade | Salary Minimum | Salary Maximum | Exempt Status |
|---|--------------------------------|------------------------------------|-------------------------|---------------------------|---------------------------|--------------------------|
| ADMINISTRATION | | | | | | |
| Town Manager | 10040 | 1 | n/a | n/a | n/a | A |
| Assistant Town Manager – Administration | 10070 | 1 | 39 | 134,568 | 200,353 | A |
| Assistant Town Manager – Operations | 10070 | 1 | 39 | 134,568 | 200,353 | A |
| Town Clerk | 10080 | 1 | 24 | 64,729 | 96,373 | A |
| Deputy Town Clerk | - | 1 | 19 | 50,717 | 75,511 | |
| | | 5 | | | | |
| COMMUNITY RELATIONS | | | | | | |
| Community Relations Director | - | 1 | 36 | 116,245 | 173,072 | A |
| Communications & Marketing Manager | - | 1 | 27 | 74,932 | 111,564 | A |
| | | 2 | | | | |
| DEVELOPMENT SERVICES | | | | | | |
| Development Services Director | 10160 | 1 | 36 | 116,245 | 173,072 | E |
| Senior Planner | 20475 | 4 | 26 | 71,364 | 106,251 | |
| Planner | 20470 | 2 | 22 | 58,711 | 87,413 | |
| Planning Technician | 20465 | 1 | 19 | 50,717 | 75,511 | |
| | | 8 | | | | |
| FINANCE | | | | | | |
| Finance Director | 10120 | 1 | 36 | 116,245 | 173,072 | E |
| Assistant Finance Director | - | 1 | 30 | 86,743 | 129,149 | A |
| Business Analyst | 20060 | 1 | 26 | 71,364 | 106,251 | A |
| Accountant | 20010 | 1 | 22 | 58,711 | 87,413 | |
| Accounting Technician | 20040 | 1 | 18 | 48,302 | 71,915 | |
| Customer Service Clerk - Finance | 20305 | 1 | 17 | 46,002 | 68,491 | |
| | | 6 | | | | |

Effective 07/01/2023

POSITION CLASSIFICATION PLAN
Budget Ordinance 23-06-21-001 Attachment B

| Position/Class Title | NCLM Class Code | Number of Positions | Salary Grade | Salary Minimum | Salary Maximum | Exempt Status |
|--|--------------------------------|------------------------------------|-------------------------|---------------------------|---------------------------|--------------------------|
| FIRE | | | | | | |
| Fire Chief | 10130 | 1 | 37 | 122,057 | 181,726 | E |
| Battalion Chief | 30085 | 3 | 29 | 82,613 | 122,999 | |
| Fire Marshal | 30130 | 1 | 29 | 82,613 | 122,999 | |
| Fire Captain | 30080 | 12 | 26 | 71,364 | 106,251 | |
| Fire Lieutenant | 30120 | 12 | 24 | 64,729 | 96,373 | |
| Firefighter | 30100 | 21 | 22 | 58,711 | 87,413 | |
| Administrative Assistant - Fire | 20600 | 1 | 17 | 46,002 | 68,491 | |
| | | 51 | | | | |
| HUMAN RESOURCES | | | | | | |
| Human Resources Director | 10150 | 1 | 36 | 116,245 | 173,072 | A |
| Human Resources Analyst | 20460 | 1 | 24 | 64,729 | 96,373 | |
| Human Resources Technician | 20080 | 2 | 21 | 55,916 | 83,251 | |
| | | 4 | | | | |
| PARKS, RECREATION & CULTURAL PROGRAMS | | | | | | |
| Parks & Recreation Director | 10220 | 1 | 36 | 116,245 | 173,072 | E |
| Assistant Parks & Recreation Director | - | 1 | 30 | 86,743 | 129,149 | E |
| Recreation Supervisor | 20520 | 1 | 23 | 61,647 | 91,784 | |
| Athletic Supervisor | 20510 | 2 | 23 | 61,647 | 91,784 | |
| Administrative Assistant – Parks & Rec | 20600 | 1 | 17 | 46,002 | 68,491 | |
| | | 6 | | | | |
| POLICE | | | | | | |
| Police Chief | 10170 | 1 | 37 | 122,057 | 181,726 | E |
| Deputy Police Chief | 30250 | 1 | 33 | 100,416 | 149,506 | E |
| Police Captain | 30160 | 2 | 31 | 91,081 | 135,607 | E |
| Police Lieutenant | 30275 | 4 | 29 | 82,613 | 122,999 | |
| Police Sergeant | 30270 | 5 | 27 | 74,932 | 111,564 | |
| Police Corporal | - | 4 | 25 | 67,966 | 101,192 | |

Effective 07/01/2023

POSITION CLASSIFICATION PLAN
Budget Ordinance 23-06-21-001 Attachment B

| Position/Class Title | NCLM Class Code | Number of Positions | Salary Grade | Salary Minimum | Salary Maximum | Exempt Status |
|---------------------------------------|--------------------------------|------------------------------------|-------------------------|---------------------------|---------------------------|--------------------------|
| POLICE CONTINUED | | | | | | |
| Detective | 30210 | 3 | 24 | 64,729 | 96,373 | A |
| Accreditation Manager | - | 1 | 22 | 58,711 | 87,413 | |
| Police Officer | 30260 | 25 | 21 | 55,916 | 83,251 | |
| Evidence Custodian | - | 1 | 20 | 53,253 | 79,286 | |
| Records Clerk | 30220 | 1 | 17 | 46,002 | 68,491 | |
| Administrative Assistant - Police | 20610 | 1 | 17 | 46,002 | 68,491 | |
| | | 49 | | | | |
| PUBLIC WORKS | | | | | | |
| Public Works Director | 10210 | 1 | 36 | 116,245 | 173,072 | E |
| Assistant Public Works Director | - | 1 | 30 | 86,743 | 129,149 | E |
| Stormwater Program Manager | 20744 | 1 | 28 | 78,679 | 117,142 | |
| Grounds Maintenance Supervisor | 20450 | 1 | 25 | 67,966 | 101,192 | E |
| Operations Supervisor | 20670 | 1 | 25 | 67,966 | 101,192 | E |
| Stormwater Technician | 20747 | 1 | 22 | 58,711 | 87,413 | |
| Construction Inspector | 20320 | 1 | 22 | 58,711 | 87,413 | |
| Team Leader | - | 1 | 21 | 55,916 | 83,251 | |
| Customer Service Clerk – Public Works | 20305 | 1 | 17 | 46,002 | 68,491 | |
| Maintenance Worker | 20430 | 10 | 15 | 41,725 | 62,123 | |
| | | 19 | | | | |
| TOTAL NUMBER OF POSITIONS | | 150 | | | | |

NOTES:

- Starting salary up to Step 20 with the Town Manager’s approval. Starting salaries over Step 20 require Town Council approval.
- There is a 3% COLA factor included. Performance increases are given in 1% increments for employees exceeding expectations at the discretion of the department director and within the budget amount for performance increases. Merit funding is included in the budget.
- Exempt Status is classified as E= Executive, A= Administrative, P= Professional, and C= Computer according to the Fair Labor Standards Act regulations.
- Revisions for FY24 include:
 - Addition of 3 new positions:
 - Fire Marshal
 - Evidence Custodian
 - Team Leader

Effective 07/01/2023

POSITION CLASSIFICATION PLAN
Budget Ordinance 23-06-21-001 Attachment B

- Addition of 1 new Planner position
- Addition of 6 new Police Officer positions (2 for summer/fall 2023, 4 for spring/summer 2024)

Effective 07/01/2023

LIMITED SERVICE POSITION CLASSIFICATION PLAN

Budget Ordinance 23-06-21-001 Attachment C

| Department/Title | Grade | Hourly Rate |
|-----------------------------|-------|-------------|
| ADMINISTRATION | | |
| Intern | 29 | \$16.77 |
| COMMUNITY RELATIONS | | |
| Intern | 29 | \$16.77 |
| DEVELOPMENT SERVICES | | |
| Intern | 29 | \$16.77 |
| FINANCE | | |
| Intern | 29 | \$16.77 |
| FIRE | | |
| Firefighter Trainee | 16 | \$12.64 |
| Firefighter I | 36 | \$18.82 |
| Firefighter II | 38 | \$19.41 |
| Firefighter III | 39 | \$19.71 |
| Fire Inspector | 75 | \$30.39 |
| Data Administrator | 77 | \$30.98 |
| Assistant Fire Marshal | 82 | \$32.48 |
| Deputy Fire Marshal | 89 | \$34.57 |
| Training Chief | 89 | \$34.57 |

| Department/Title | Grade | Hourly Rate |
|--|-------|-------------|
| PARKS, RECREATION & CULTURAL PROGRAMS | | |
| Recreation Assistant | 16 | \$12.64 |
| Recreation Assistant Supervisor | 23 | \$15.00 |
| Park Attendant | 23 | \$15.00 |
| Parks Maintenance Worker | 29 | \$16.77 |
| POLICE | | |
| Intern | 29 | \$16.77 |
| PUBLIC WORKS | | |
| Intern | 29 | \$16.77 |
| Maintenance Worker | 29 | \$16.77 |

NOTES:

- All positions listed are classified as non-exempt based on the Fair Labor Standards Act.
- Revisions for FY24 include:
 - 3% COLA
 - Addition of Intern for Community Relations Department
 - Addition of Parks Maintenance Worker for Parks, Recreation & Cultural Programs Department.

Effective 07/01/2023