

THE TOWN OF
KNIGHTDALE, NC

LAW ENFORCEMENT CENTER

ANNUAL OPERATING BUDGET

FISCAL YEAR 2025-2026



Town of Knightdale, NC

Town Council



Mark Swan

Councilmember

Term Expires 2025

Stephen Morgan

Councilmember

Term Expires 2027

Steve Evans

Mayor Pro-Tem

Term Expires 2025

Latatious Morris

Councilmember

Term Expires 2025

Jessica Day

Mayor

Term Expires 2027

Ben McDonald

Councilmember

Term Expires 2027



KNIGHTDALE

2023 Strategic Plan

*Who we are and what we want
our Town to be in the future*



Elected Officials

Mayor Jessica Day

Mayor Pro Tem Ben McDonald

Councilor Steve Evans

Councilor Stephen Morgan

Councilor Latatious Morris

Councilor Mark Swan

Town Manager Bill Summers, ICMA-CM

Assistant Town Managers Dustin Tripp

Suzanne Yeatts, ICMA-CM



Project Consultant:



Table of Contents

Why Think Strategically 2

Creating Our Plan 3

Our Core Values..... 4

Vision & Mission..... 5

Focus Area & Objectives 5

 Safe 6

 Connected & Inclusive 7

 Sustainable..... 8

 Active & Healthy 9

 Organizational Excellence..... 10

Implementation 11

 Putting The Pieces Together..... 11

 Handling Emerging Issues..... 12



Strategic planning is important because it provides a sense of direction and reaches organizational goals more efficiently. The Knightdale Strategic Plan, realized over months of collaboration between our citizens, town staff, and the Town Council, provides the guiding framework for the future direction of Knightdale.

The Knightdale Strategic Plan establishes “who we are and what we want our Town to be in the future,” by setting our priorities, defining our actions and investments, and directing the achievement of short- and long-term goals.

Why Think Strategically?

The Knightdale Strategic Plan is the Town Council's overall guiding framework for activities and operations moving forward.

North Carolina state law charges the Council with the responsibility to adopt policies that set the general direction of the Town. Strategic planning provides clarity, direction, and focus, with a forward-looking emphasis. These beneficial areas are crucial to high-growth environments. This plan

clearly communicates the message of “who we are and what we want our Town to be in the future.”

The strategic plan identifies organizational priorities and subsequent objectives to successfully meet these goals.

The purpose of the Knightdale Strategic Plan is to:

1. Set the focus for the Town (establish priorities)
2. Define the Town's actions and investments; and
3. Direct the achievement of short-term and long-term goals

The Knightdale Strategic Plan will be used to:

1. Focus the Town's organizational efforts and resources
2. Set priorities for annual retreats and staff work plans
3. Evaluate progress toward achieving its vision
4. Assess/adjust the Town's direction in response to our changing environment
5. Serve as a decision-making filter for the consideration of legislative actions

The Knightdale Strategic Plan provides the framework for the activities and operations that are performed by all Town Departments. The sections below provide an overview of the plan including the Town's core values, vision and mission statements, and areas of focus with defined



objectives. Finally, the plan outlines implementation strategies and responsibilities.

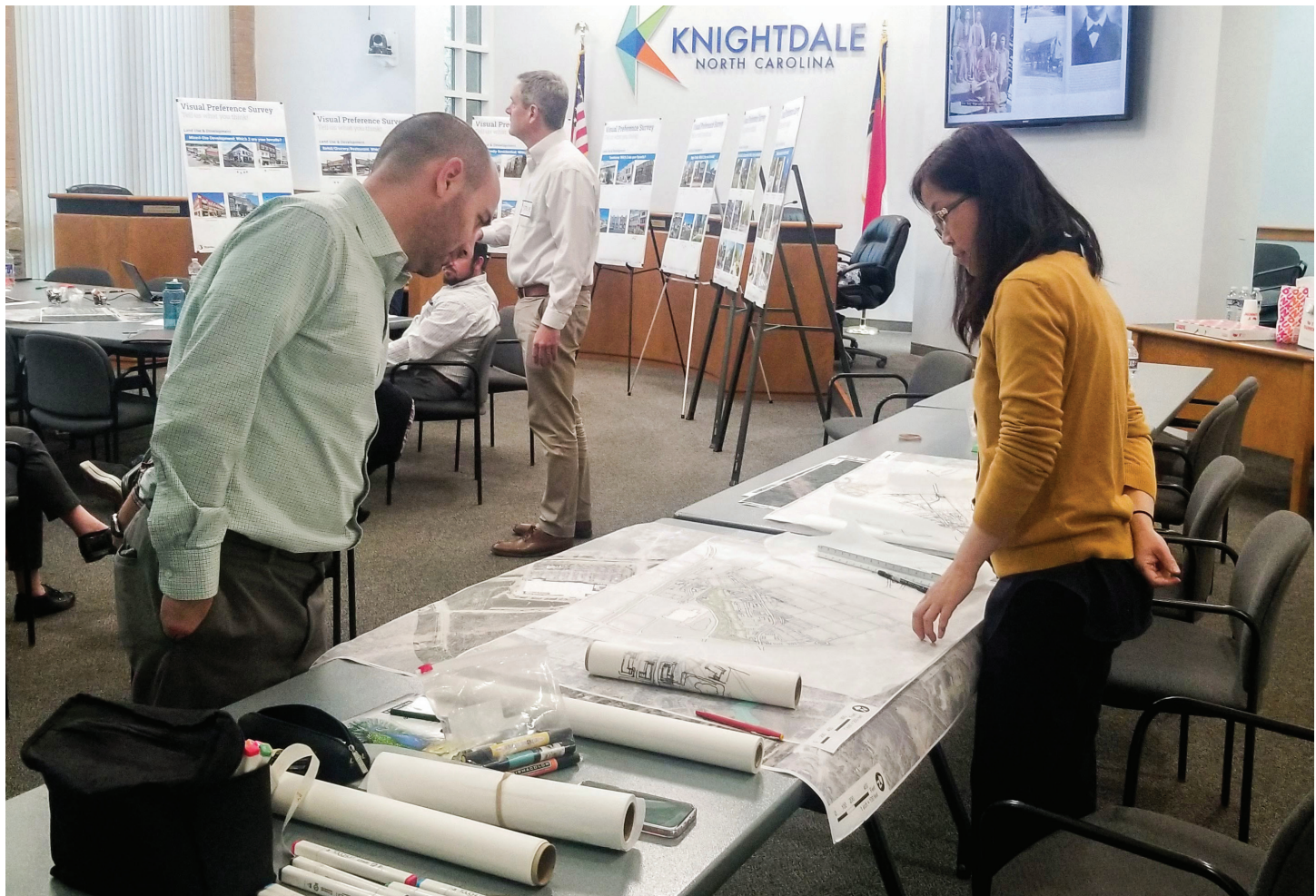
These pieces together provide the overall framework for the direction of the Town of Knightdale moving forward for the betterment of future generations.

Creating Our Plan

To develop this plan, Town leadership consulted employees, citizens, and business leaders for guidance into the future direction of Knightdale. Robust input was received from a myriad of community stakeholders. Feedback was received through various avenues including, civic and employee focus groups, community forums, online survey responses, as well as meeting with the elected officials. The current plan reflects the cumulative ambitions and expectations of these stakeholders.



The resulting Knightdale Strategic Plan outlines five primary Focus Areas. These areas represent the foundational elements that all stakeholders identified as crucial for our community's successful development. Each Focus Area was further defined to include primary objectives. These objectives are activities to ensure successful achievement of the broader focus areas.



Our Core Values

Our core values guide how the Town of Knightdale will effectively serve the community.

Core values describe how we behave; they guide our everyday decision-making and how we treat each other and our customers. These values guide how we, the Town of Knightdale, will effectively serve the community in the fulfillment of the Strategic Plan.

Our Core Values are central tenets that identify what we believe to be most important in our role as

public servants, and they are the belief system that drives our overall mission – serving the citizens of Knightdale.

By its very definition, an ARC is a geometric element critical to connectivity. These tenets are meant to provide us with a sense of solidarity that comes with serving a common purpose that is bigger and more important than ourselves.



What **Accountability** means to us...

- Accepting the responsibility to fulfill our mission
- Demonstrating behavior that is commensurate with the highest standards of professionalism
- Ensuring that the actions and performance of our employees is consistent with the high standards associated with public service

What **Respect** means to us...

- Exhibiting positive esteem for ourselves, our peers, our subordinates, and for our citizens
- Working to give, build, and maintain positive relationships over time
- Being empathically sensitive to the needs of all stakeholders

What **Customer Service** means to us...

- Striving to fully meet the needs of our citizens while being good stewards of our resources
- Understanding that the manner in which we treat our citizens is a direct reflection on the Town and ourselves
- Committing to a course of action and meeting agreed upon outcomes and expectations



Vision & Mission

The Knightdale Vision and Mission statements define our purpose and align the people within our organization, ensuring that we are all working towards a single purpose. This commitment helps to increase efficiency and productivity in our organization. The Vision Statement articulates a long-term view of the ideal future for the Town of

Knightdale. The Mission Statement describes why the Town of Knightdale exists and what it will do to help achieve its vision. The vision and mission statements will guide the work of the Town of Knightdale, ensuring that all activities it undertakes will help achieve the vision.

Vision

Knightdale is an inclusive and connected urban small town with unique gathering places that foster a sense of community.

Mission

We serve all residents of Knightdale by providing a healthy and safe environment and opportunities for a high quality of life.

Focus Areas & Objectives

The Strategic Plan identifies the following Focus Areas that will serve as the primary decision-making priorities for the Knightdale. Each Focus Area is comprised of objectives that define primary key indicators of success for each area.



Safe



*Connected &
Inclusive*



Sustainable



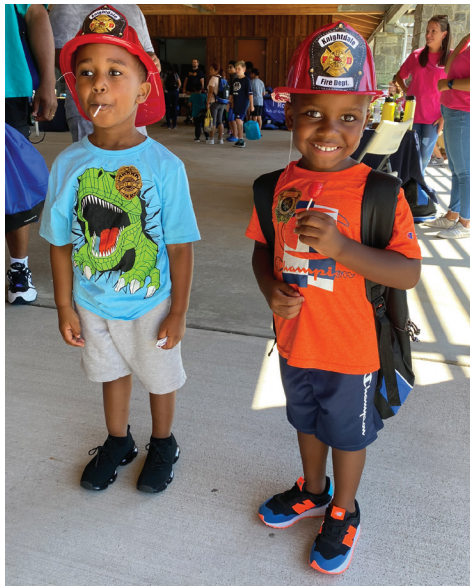
Active & Healthy



*Organizational
Excellence*

Focus Area: Safe

Knightdale is a safe community, where residents feel secure throughout the Town, the crime rate is low, and public safety personnel have a positive relationship with the community.



What it means to us...

Safety is the foundation of a great community. The Town is committed to ensuring that safety is our foremost priority now and for future generations.

Objectives

- Ensure resources are aligned with growing, community needs
- Adequately fund and staff public safety resources
- Actively engage and educate citizens in public safety efforts
- Continue legacy of strong citizen connection
- Continue to proactively develop regulations and codes to ensure citizen safety as Knightdale grows
- Maintain and educate the public around the available safe zones for trade
- Support the Town's Vision Zero approach to eliminate all traffic fatalities and severe injuries



Focus Area: Connected & Inclusive

Knightdale actively pursues balanced growth with exceptional design to maintain its small town feel and appearance. Through the creation of unique community spaces and a welcoming environment for entrepreneurs and small businesses, we are creating a connected and inclusive town.



What it means to us...

A Connected Knightdale is a community where we know our neighbors. It is recognizing that our connectivity to one another serves as the foundation of what makes Knightdale a special place. We are connected in the manner in which we embrace technology and through our proximity to the Triangle region.

An Inclusive Knightdale is a community where our residents feel safe, respected, and comfortable.

Objectives

- Continue legacy of transparent and inclusive government committed to two-way communication with all stakeholders
- Build on our “Start Something” identity
- Augment our small-town feel and appearance through the creation of unique spaces as we grow
- Stay connected to our historical roots with an inclusive outlook for our future
- Serve as a leader in regional collaboration for Eastern Wake County
- Remain committed to “Diverse Neighborhoods are Made of Diverse Housing” to ensure access for all
- Communicate important information to residents in a timely manner
- Offer a diversity of quality community events
- Create the infrastructure necessary to cultivate and foster the small business community
- Embrace opportunities for physical connectivity through the transportation network
- Ensure multimodal transportation choices to connect to the region
- Advocate for quality educational opportunities



Focus Area: Sustainable

Knightdale promotes the stewardship of its environment, the resiliency of its resources, and the maintenance of a financially sustainable government.



What it means to us...

A Sustainable Knightdale is a community with a healthy environment and a strong economy that is focused on the well-being of its citizens. Our community will endure over time, ensuring prosperity for future generations.

Objectives

- Ensure regulations adapt to environmental change
- Endeavor to preserve and protect our environmental resources
- Promote financial sustainability and balanced growth between residential and commercial development
- Embrace ways to reduce Town government energy consumption
- Lead by example in reducing emissions from town operations
- Encourage quality commercial and residential development that ages well over time
- Execute the KnightdaleNext Comprehensive Plan



Focus Area: Active & Healthy

Knightdale brings people together and boasts happy residents by promoting and sustaining a high quality of life and providing recreation and leisure activities to meet diverse interests.



What it means to us...

An Active and Healthy Knightdale embraces opportunities to make it easier for citizens to live healthy lives. We provide opportunities for people to be physically active and socially engaged as part of their daily routine, improving physical and mental health. We strive to allow our citizens to age in place and remain all their lives in a Knightdale that reflects their changing lifestyles and changing physical capabilities.

Objectives

- Recognize that regular physical activity directly contributes to improved mental health and better overall health and well being
- Offer a variety of health, fitness, and cultural opportunities to meet the needs of a diverse population
- Work to eliminate societal stigmas surrounding mental health issues
- Help those with mental health conditions get access to treatment
- Provide access to healthy, fresh foods and connectivity to local farms
- Encourage non-vehicular transportation
- Recognize cultural, social, and economic value of public art



Focus Area: Organizational Excellence

Knightdale's government is operated efficiently and transparently by outstanding employees who focus on excellent customer service and open communication.



What it means to us...

Organizational Excellence means a Knightdale that places the interests of our citizens first. Employees' behaviors and decisions are firmly rooted in our ARC values. The Town is comprised of a highly talented workforce that embraces best-practices in public administration.

Objectives

- Provide friendly and accessible customer service
- Recruit and retain a diverse, highly-talented town workforce
- Continue dedication to cultural awareness and appreciation
- Embrace technology to improve internal and external service delivery
- Invest in employees' skills and professional development



Implementation

The Town Manager has the overall responsibility for implementing the plan and will work in conjunction with the town staff to achieve results envisioned by the Council and the community.

The Town Council will endeavor to successfully implement the Knightdale Strategic Plan. The Council will use the plan to guide its decision-making to ensure that their decisions are aligned with the objectives laid out in the plan. The Manager will facilitate an annual strategic planning retreat for the Council to ensure that the Knightdale Strategic Plan is a living document which continually evolves to fulfill the mission and vision of the organization. The retreat will serve two primary purposes. First, the Manager will work in conjunction with the Department Directors to

recommend projects/programs/initiatives that advance the Strategic Plan's Focus Areas. These departmental recommendations will be formalized in an Annual Implementation Plan adopted by the Council. Secondly, the Manager will present an annual report on service delivery effectiveness. Performance metrics will be established to apprise the Council of organizational performance. The Manager will endeavor to help the Council understand how the impacts of their decisions affect service delivery and align with the Strategic Plan.

Putting the Pieces Together

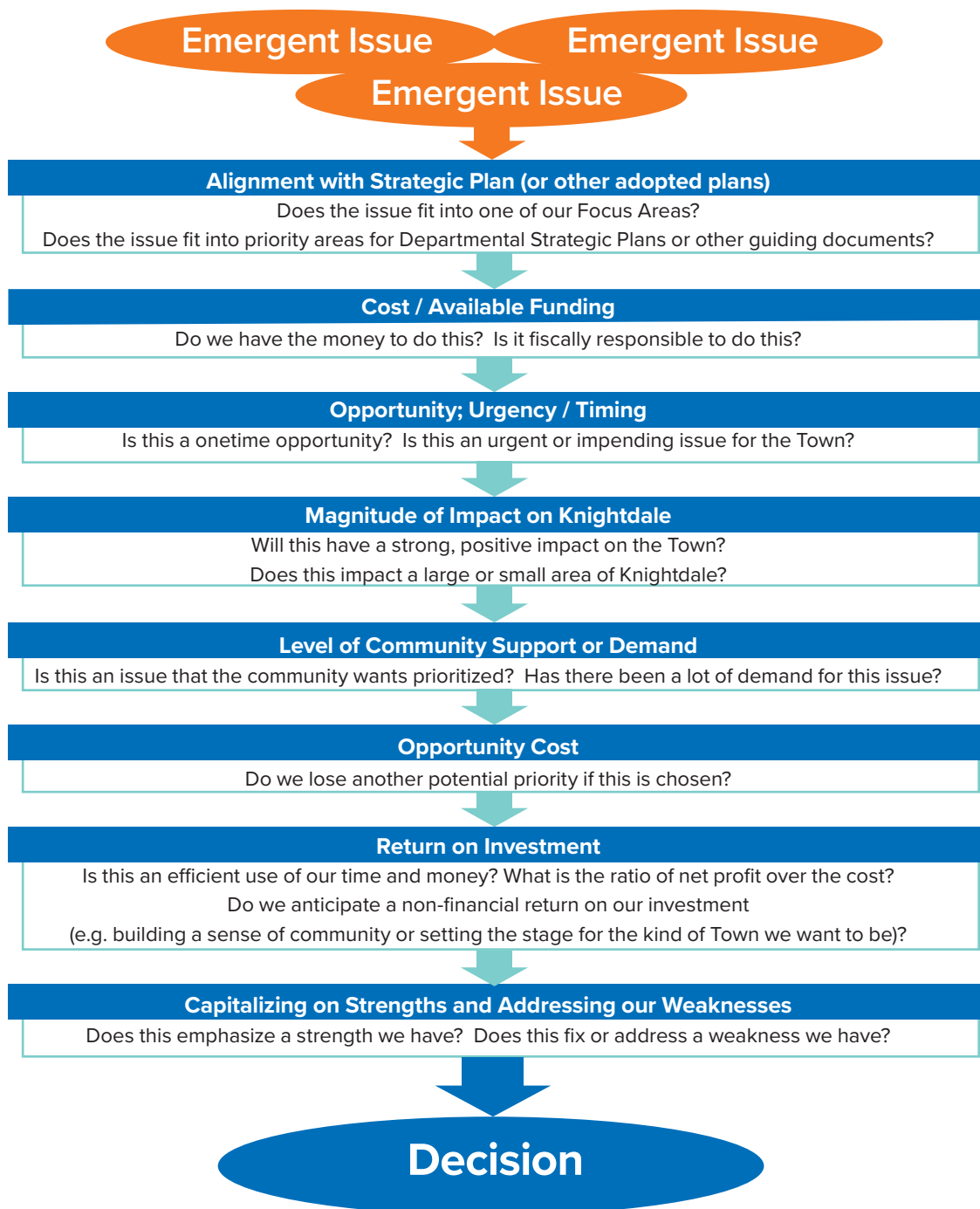
The illustration below articulates how all of the building blocks of the Knightdale Strategic Plan work together to achieve the future Town our citizens' desire.



Handling Emerging Issues

Decision filters are designed to help evaluate and respond to emerging priorities.

As the strategic plan is a living document, the following decision filters define how the Council will adhere to established priorities while being prepared for emergent issues at the same time. The Council and staff will apply the following criteria to reevaluate priorities that should be considered outside of the strategic plan and/or annual budget process. While it is unlikely that any issue will meet all of the criteria, the decision filters will help Council and staff evaluate emerging opportunities. The criteria include:







*In the months since Officer Ryan Hayworth's tragic line of duty death, we have learned that the loss of hero can cut a community to its core. It generates feelings of unrivaled pain and grief, leaving those in its wake searching for answers. For many, those answers are shallow, and for some they never come at all. But Ryan's death was very different. His passing helped an entire community understand just how impactful his life had been. From his death emerged an inspiring story of unyielding, selfless service to others. The more we learned about Ryan, the more we were reminded that it is still possible to make a difference...one day at a time, one act at a time, one relationship at a time. Ryan's story is so powerful and inspiring that we must share it with future generations. His service and sacrifice can never be forgotten if we do our part to carry on his legacy. As members of the Knightdale community, we must always take time to utter his name, pay homage to his memory, call attention to his example, and challenge others to **LIVE LIKE RYAN.***





May 13, 2025

Mayor Jessica Day
Mayor Pro Tempore Steve Evans
Councilor Latatious Morris
Councilor Stephen Morgan
Councilor Ben McDonald
Councilor Mark Swan

FISCAL YEAR (FY) 2025-2026 BUDGET MESSAGE

Mayor Day and Town Council:

G. S. 159-11(b) requires the submission of a budget along with a budget message to the Town Council for consideration no later than June 1. The message is a concise explanation of the Town's goals to be accomplished by the budget for the upcoming fiscal year. It further explains important features of anticipated activities by setting forth goals, programs, and appropriation levels. Finally, the message outlines any major changes in fiscal policy.

The recommended FY26 Budget has been prepared in accordance with the [North Carolina Local Government Budget and Fiscal Control Act](#) (G.S. 159-8(a)). The budget is balanced and identifies all revenue and expenditure estimates for Fiscal Year (FY) 2025-2026 per G.S. 159-8(b). Per G.S. 159-11(b), the budget message is as follows.

OVERVIEW

According to the U.S. Census Bureau, North Carolina is projected to be the 7th most populated state by 2030 with a projected population of 11.7 million people. Further, our state will become significantly more urbanized with 69% of our future population projected to reside in an urban or regional center/suburban county¹. These changes present new challenges for local governments. Infrastructure strain, affordability, an aging population, and fiscal & social issues are challenges of high growth facing our region. Housing supply is a particularly difficult challenge in Wake County. The need for housing continues to outpace supply, and this is causing prices to rise. With changing demographics and the trend of shrinking household size, it is projected Wake County will need an additional 125,000 to 175,000 new housing units over the next 10 to 15 years².

¹ - NC to Become 7th Most Populated State in Early 2030s (NC OSBM, 2025)

² - PLANWake Comprehensive Plan (2021)



The Town of Knightdale continues to manage significant growth pressures. Our town experienced strong population growth over the past three decades, growing from just 1,884 people in 1990 to an estimated 20,971 in 2023. From 2010 to 2020, Knightdale grew by 70%, outpacing the 25% growth in Wake County³. Today, an estimated 23,000 citizens currently reside in Knightdale. While this growth continues to improve the quality of life for our citizenry, it presents significant challenges in meeting the service demand needs for a jurisdiction undergoing such significant growth.

Knightdale continues to maintain its historical commitments to exemplary public service and fiscal responsibility. For the FY2024 Annual Comprehensive Financial Report (ACFR), the Town received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada for the 32nd consecutive year. Our commitment to financial stewardship is the foundation of the Town's numerous successes in capital projects and provision of quality services. The General Fund is the chief operating fund of the Town of Knightdale. The FY2024 audit reported an unassigned, general fund balance of \$8,782,655 or 32.3% of total general fund expenditures for the fiscal year. General Fund health continues to be strong for Knightdale. Property taxes are traditionally the most important source of funding for local government operations. The Town's property tax revenue was 37.3% of government-activity revenue in FY2024, an increase of 7.1% over the previous fiscal year.

The Town operates a Capital Reserve Fund designed to proactively meet the capital needs necessitated by the growth of the area. Capital Reserves are funded by a dedication of \$0.025 of the tax levy as well as any General Fund revenues in excess of 40%. For FY2024, the Capital Reserve Fund had an end-of-year balance of \$3,943,589.

Knightdale operates two primary programs funded through restricted revenue sources, the North Carolina State Street-Aid (Powell Bill) Program and the Storm Water Utility Fund. Both programs are essential in meeting the increasing needs of the Town's urbanizing environment. Powell Bill funds are generated from the State's Gasoline Tax through which a percentage of revenues are returned to municipalities. These funds are limited to maintaining, repairing, construction, reconstruction, or widening of local streets.

The Storm Water Utility Fund is currently funded by a \$6.75 monthly unit residential fee and per 2,200 square foot commercial fee. This proactive program is designed to manage the increasing storm water facilities in Knightdale because of the Town's increasing impervious areas.

The Town's total outstanding debt as of June 30, 2024, was \$17,047,697, a decrease of \$1,859,660 (9.8%) from the previous year. The decreased debt service is a part of the Town's long-term commitment to effectively manage its debt structure and to strategically extinguish debt and strengthen our debt position.

The Town's total net position increased by \$6,033,795 or 4.7% in FY2024.

³ - KnightdaleNext V.2 2035 Comprehensive Plan (2024)



FY2025-2026 BUDGET

As in previous years, the major emphasis of FY26 Budget is to maintain quality service-delivery levels and to meet expanding capital needs. Staff maintain our annual commitment to a budget development process that focuses on working within the limits of our existing revenue sources. Our responsibility is to be conservative in our revenue projections and subsequent budgetary recommendations to ensure prudent use of Town funds. Knightdale is committed to developing and maintaining a strong financial position.

ORGANIZATIONAL GOALS

Wake County has a projected population of 1,363,836 residents by 2030. This projection represents a 20% growth during the decade since 2020. Wake County will remain the most populous county in North Carolina. Growth pressures at this level have had significant impacts on the county's municipal landscape. The Knightdale Town Council recognizes that our community continues to undergo a period of historic development. To better navigate the opportunities and challenges, the Town Manager facilitates an [Annual Strategic Retreat](#) of the Town Council. Strategic development is a joint responsibility of the elected body and Town's Administration. Both stakeholder groups work together to develop the organization's direction. The annual engagement includes a review of progress, discussion of changes in the strategic landscape and a reaffirmation of the Town's core strategies. The retreat is encapsulated in a report that captures key discussion points and outlines any new priorities.

KNIGHTDALE HAS A VISION

Knightdale is a community led by the values of its citizens. The purpose of the [Knightdale Strategic Plan](#) is to clearly communicate the message of "who we are and what we want our Town to be in the future." It is built around five essential priority areas (or Focus Areas) that are vital to ensuring Knightdale's future. The priorities are representative of the most important values that our community shares with one another. They were identified and defined after ample public input. Safe, Active & Healthy, Connected & Inclusive, Sustainable, and Organizational Excellence serve as the foundations for service delivery decisions, capital investments, and other initiatives for the Town.



SAFE

Knightdale is a safe community, where residents feel secure throughout the Town, the crime rate is low, and public safety personnel have a positive relationship with the community.



CONNECTED & INCLUSIVE

Knightdale actively pursues balanced growth with exceptional design to maintain its small town feel and appearance. Through the creation of unique community spaces and a welcoming environment for entrepreneurs and small businesses, we are creating a connected and inclusive town



SUSTAINABLE

Knightdale promotes the stewardship of its environment, the resiliency of its resources, and the maintenance of a financially sustainable government.





ACTIVE & HEALTHY

Knightdale brings people together and boasts happy residents by promoting and sustaining a high quality of life and providing recreation and leisure activities to meet diverse interests.



ORGANIZATIONAL EXCELLENCE

Knightdale's government is operated efficiently and transparently by outstanding employees who focus on excellent customer service and open communication.

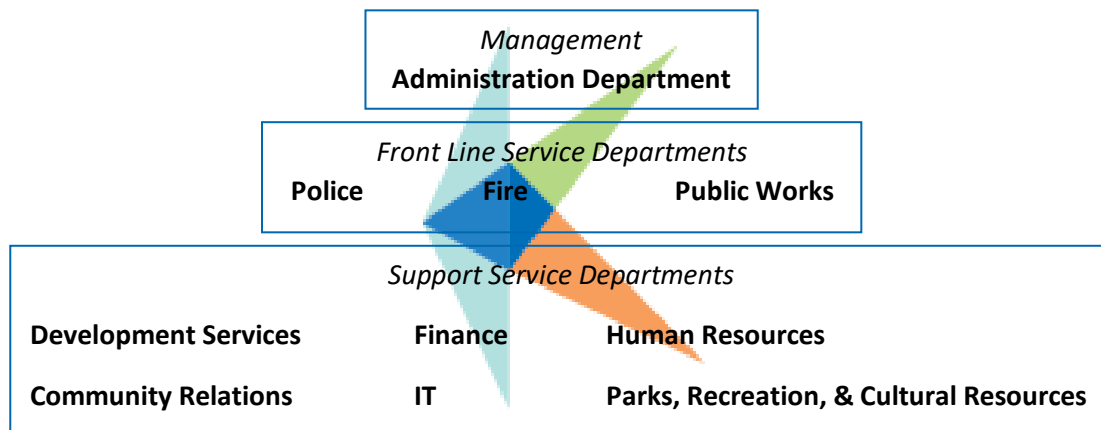
The strategic plan establishes the decision-making framework that continues to guide the Town Council. It is forward-looking and guides our work throughout the year but is nimble and responsive to changing needs. The plan develops strategic focus areas around those issue areas the Town Council can influence. While most of the plan is focused on longer-term strategies, developing action plans for accomplishing those priorities help put the plan into action.

To complement the Knightdale Strategic Plan, the Town adopts annual [Strategic Goals & Priorities](#) to outline the capital investments and other initiatives that the Town Council aims to accomplish in the current fiscal year. These investments are identified, prioritized, and mutually agreed upon as part of Council's annual retreat and are a component of the Town's Capital Improvement Program (CIP).

Rounding out the overall framework for the direction of the Town of Knightdale, the Town also provides an [Annual Performance Management Report](#). The report demonstrates what the Town is doing to achieve the Focus Areas' objectives as viewed through a service delivery lens. The report provides insight into service delivery efficiency and effectiveness.

SERVICE COMMITMENTS

The Town of Knightdale is a municipal (local) government that operates ten primary service delivery areas. ***Local governments provide the most essential public services, such as health and safety, transportation, sanitation, environmental protections, and utilities.*** Each area is designed to meet the needs of our citizens. The current service provisions are as follows:



HOW WILL MY TAX DOLLAR BE SPENT?

It is crucial for citizens to have transparent access to how their tax dollars are utilized in the provision of local government services. The Town of Knightdale takes seriously our responsibility in being excellent stewards of the public's resources and trust. The illustration below shows how tax dollars are spent on programs, services, facilities, and other related investments to protect and augment the quality of life for our citizens.



RECOMMENDED APPROPRIATION LEVELS

The recommended General Fund appropriation levels for FY26 are as follows:

General Fund

Department	FY25	FY26 (recommended)	Percent Change
Administration	\$1,695,424	\$2,176,112	28.3%
Legislative	\$396,043	\$620,999	56.8%
Community Relations	\$662,916	\$851,566	28.5%
Human Resources	\$1,149,193	\$1,305,029	13.6%
Finance	\$1,167,479	\$1,239,314	6.2%
Information Technology	\$774,677	\$827,598	6.8%
Police	\$8,069,672	\$9,308,771	15.4%
Fire	\$7,057,210	\$8,813,963	24.9%
Public Works			
Grounds	\$1,061,735	\$1,001,706	(5.65%)
Streets	\$679,050	\$931,550	37.2%
Sanitation	\$1,383,028	\$1,541,060	11.4%
Operations	\$2,691,582	\$2,028,176	(24.6%)
Development Services	\$1,504,621	\$1,842,909	22.5
Parks and Recreation	\$2,890,313	\$2,964,238	2.3%
Debt Service	\$2,641,990	\$3,894,542	47.4%
Interfund Transfers	\$2,809,088	\$1,142,959	(59.3%)
TOTAL	\$36,634,021	\$40,490,492	10.5%

Other Funds

Fund Type	FY25	FY26 (recommended)	Percent Change
Stormwater (Enterprise)	\$3,122,098	\$3,130,707	0.28%
Capital Projects (Restricted)	\$1,350,000	\$2,354,090	74.4%



FY26 Property Tax Rate

The Town Manager is recommending a property tax rate of \$0.44 per \$100 of assessed value for FY26. This would generate estimated revenues of \$20,403,824 based on a total, assessed property valuation of \$4,665,880,102 after estimated appeals and a collection rate of more than 99%.

Sanitation and Recycling

GFL Environmental, Inc. will continue to provide sanitation and recycling services in FY26. The Town Manager is recommending a \$0.63 increase in solid waste collection and a \$0.25 increase in recycling for the upcoming fiscal year. The FY26 monthly combined rate will be \$18.38.

New Positions for FY26

- ✓ Administrative Assistant
- ✓ Athletic Superintendent
- ✓ Fire Captain (3)
- ✓ Fire Lieutenant (3)
- ✓ Fire Fighter (3)
- ✓ HR Technician
- ✓ Planner
- ✓ Planning Technician
- ✓ Police Captain
- ✓ Police Officer (3)
- ✓ PW Maintenance Worker (2)

Personnel

FY26 is not a salary study year for the Town of Knightdale. A comprehensive study of all positions is performed every 24 months. ***The town staff are the driving force in quality service delivery.*** Conducting and funding a salary study program is critical to attracting and retaining an exceptional workforce.

The FY26 Budget also creates a 3% Cost of Living Adjustment (COLA) for staff to offset the increasing cost of living. The Town will fund up to 4% merit in the upcoming fiscal year to continue its commitment to performance-based compensation. This budget recommendation funds recruitment and retention incentives for law enforcement, including bonuses for hiring with previous experience, career ladder, physical readiness, and English as a Second Language (ESL).

Human Resources will lead the 4th year of the Knightdale Culture Project in FY26. This program represents the Town's commitment to cultural appreciation and awareness. It is specifically designed to recognize the importance of diversity and inclusivity for all internal and external stakeholders of the Town. The Town will also 3rd Supervisory Training Cohort to ensure a commitment to succession planning.



Oath of Office Ceremony

The FY26 Budget allocates 184 full-time positions, which includes 20 new positions (7% increase from last year). The Town continues to make serious investments in its workforce to meet the increasing demands of service delivery. The Town is committed to expanding our workforce 23.4% by FY29.

The Town of Knightdale strives to ensure all employees are compensated at the [Wake County living wage](#). The living wage is the estimated income level that allows individuals or families to afford adequate shelter, food, and other necessities in a geographic region. FY26 salaries, inclusive of benefits, ensures that all employees exceed the living wage for Wake County.



Major Capital / Capital Project Ordinances (CPO)

Knightdale will invest approximately \$15.7 million in major capital projects for FY26. **Public safety and transportation are the major investments targeted for the upcoming fiscal year.** Major capital projects represent multi-year fiscal investments that are encapsulated in separate capital project ordinances. The Town will see significant completion of several major capital projects in the upcoming fiscal year as well as the initiation of several others.



Law Enforcement Center

Project	Status
Law Enforcement Center*	Construction initiated FY25
Knightdale Blvd. & Old Knight Road Pedestrian Improvements*	Construction initiated FY25
Fire Rescue Engine*	To be delivered in FY27
Fire Tiller Ladder Truck*	To be delivered in FY27
Widewaters Extension Railroad Bridge	New Project FY 2026

**Town of Knightdale Strategic Priority*

Capital Improvement Projects (CIP)

Capital improvements are defined as purchases or projects of more than \$10,000 to be purchased /completed during the fiscal year cycle. **The General Fund projects investments of \$ 2,559,500 includes 18 projects.** Major highlights included the following:

Projects	
✓ Street Paving and Sidewalk Projects	✓ Community Pool Restrooms Renovations
✓ KSP Sign Replacement/Clock Tower	✓ Knightdale Elementary School Field 1/2 Lights
✓ Vehicle Replacements and Additions	✓ Office Space at KSP Field 2

**Town of Knightdale Strategic Priority*



SUMMARY

The Town of Knightdale was productive and made significant accomplishments toward several projects while maintaining fiscal responsibility during FY25. The Town opened Fire Station 1 and initiated construction on a new Law Enforcement Center. We opened the Mingo Creek Dog Park and cut the ribbon on a 1.5-mile greenway. This Mingo Creek Greenway extension provides a critical connection for the town to the Capital Area Greenway System. A new playground is currently under construction at Knightdale Station Park and will be opened in July. It is important to note that the FY25 Budget provides the necessary allocations to ensure operational excellence while meeting 100% of the Town Council's strategic priorities.

As in previous years, the Town's current needs are like those of other municipalities in Wake County. Knightdale is fortunate to enjoy proximity to Raleigh with direct access to I-87 and I-540. The accessibility afforded by these transportation corridors in conjunction with the abundance of amenities in the capital area continues to make Knightdale attractive for current and future residents. The continued, rapid development of Eastern Wake County will greatly impact our Town for the foreseeable future. The Knightdale Town Council is committed to being a community led by the values of its citizens. As such, all necessary resources will be committed to protect and augment our quality of life.



Mingo Creek Greenway Extension Ribbon Cutting

The FY25 Town of Knightdale Budget provides the financial resources to continue to facilitate positive change in greater Knightdale. It improves existing service levels while providing the funding necessary to strengthen our regulatory environment, invest in capital needs, and improve town-owned properties. This budget attempts to limit expenditure wherever possible but at the same time recognizes the needs of our community.

Respectfully submitted,

A handwritten signature in black ink that reads "William R. Summers". The signature is written in a cursive style.

Bill Summers, ICMA-CM
Town Manager





TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #24-06-18-001

TOWN OF KNIGHTDALE, NORTH CAROLINA ANNUAL OPERATING BUDGET ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2026

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, 2025, and ending June 30, 2026.

Summary

General Fund	\$ 40,490,492
Storm Water Fund	3,130,707
Capital Reserve Fund	<u>2,354,090</u>
Total Annual Operating Budget Ordinance	<u>\$ 45,975,289</u>

Section 1: General Fund - Fund 10

Anticipated Revenues by Category:

Ad-Valorem Taxes	\$ 20,403,824
Local Option Sales Tax	6,870,275
Other Taxes and Licenses	411,500
Unrestricted Intergovernmental Revenues	1,613,894
Restricted Intergovernmental Revenues	5,090,682
Permits and Fees	605,500
Sales and Services	
Sanitation Revenues	1,447,803
Parks and Recreation Revenues	203,275
Investment Earnings	441,449
Miscellaneous	213,200

Other Financing Sources:

Interfund Transfers In	\$	2,354,090
Debt Issuance		835,000

Fund Balance Appropriated

Undesignated Fund Balance		<u>-</u>
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Total Revenues and Other Financing Sources	\$	<u>40,490,492</u>
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Authorized Expenditures by Department:

Administration	\$	2,176,112
Legislative		620,999
Community Relations		851,566
Human Resources		1,305,029
Finance		1,239,314
Information Technology		827,598
Public Safety		
Police		9,308,771
Fire		8,813,963
Public Works		
Grounds Maintenance		1,001,706
Streets – Powell Bill		931,550
Sanitation		1,541,060
Operations		2,028,176
Development Services		1,842,909
Parks, Recreation, and Cultural Programs		2,964,238
Debt Service		3,894,542

Other Financing Uses:

Interfund Transfers Out		<u>1,142,959</u>
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Total Expenditures and Other Financing Uses	\$	<u>40,490,492</u>
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Section 2: Storm Water Fund - Fund 60**Anticipated Revenues by Category:**

Sales and Services	\$	1,495,715
Investment Earnings		50,000

Fund Balance Appropriated

Undesignated Fund Balance		<u>1,584,992</u>
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Total Revenues and Other Financing Sources	\$	<u>3,130,707</u>
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Authorized Expenditures:

Storm Water		<u>3,130,707</u>
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Total Expenditures	\$	<u>3,130,707</u>
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Section 3: General Capital Reserve Fund - Fund 70

Anticipated Revenues by Category:

Other Taxes and Licenses	\$	100,000
Permits and Fees		190,000
Investment Earnings		50,000

Other Financing Sources:

Interfund Transfers In		1,142,959
Undesignated Fund Balance		871,131

Total Revenues and Other Financing Sources	\$	<u>2,354,090</u>
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Other Financing Uses:

Interfund Transfers Out		<u>2,354,090</u>
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Total Expenditures and Other Financing Uses	\$	<u>2,354,090</u>
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Section 4: Levy of Taxes

There is hereby levied, for Fiscal Year 2026, the following Ad Valorem Tax Rate per one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2025 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 \$4,665,880,102

General Fund	\$	<u>0.44</u>
Total Rate per \$100 of Valuation of Taxable Property	\$	<u>0.44</u>

Section 5: Fees and Charges

There is hereby established, for Fiscal Year 2026, 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 2025

Operating funds encumbered on the financial records as of June 30, 2025, are hereby re-appropriated to Fiscal Year 2026.

Section 8: Classification and Pay Plan

There is hereby established for Fiscal Year 2026, 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 2026, 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 2025-2026 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 18th day of June, 2025.

Mayor Jessica Day

Town Manager/Budget Officer William R. Summers

Town Clerk Heather M. Smith

FY26 Town of Knightdale Fee Schedule **(Markup Version)**

Taxes & Fees

TAXES

Property Tax	\$0.44 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 2,200 square feet of impervious surface)	\$6.75

Solid Waste & Recycling Fees

Solid Waste (monthly)	\$ 13.13 ^{12.50}
Recycling (monthly)	\$ 5.25 ^{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 (ACFR) - available on-line at no charge	\$20.00
Town Code of Ordinances	\$75.00
Supplement to Town Code of Ordinances	\$10.00
Development Services Plans & Ordinances – available online at no charge	\$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.



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
Off-Duty Police Supervisor Rate (3-hour minimum)	\$70 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



Certificate of Occupancy (minimum charge)

- Certificate of Occupancy inspections are charged on a per hour basis. \$50.00 per hour
- 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 Code Inspections

Periodic Fire Inspections (including apartments with interior corridors)
Square Footage Based

Group Home	\$50.00
0-2,499	\$50.00
2,500-4,999	\$75.00
5,000-9,999	\$100.00
10,000-19,999	\$125.00
20,000-29,999	\$150.00
30,000-39,999	\$200.00
40,000-49,999	\$225.00
50,000-99,999	\$275.00
100,000-199,999	\$400.00
200,000-299,999	\$500.00
300,000 and greater	\$600.00

Reinspection

First	\$50.00
Second	\$75.00



Third	\$100.00
Fourth and Beyond	\$200.00
Final (All Violations Corrected)	\$50.00

Multi-Residential Common Areas (without interior corridors)	\$75.00
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Multi-Tenant Commercial Common Area (Riser Room/ FACP/ Exterior)	\$100.00
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Life Safety Violation	\$250 per violation per day
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Change of Tenant (Zoning Compliance)	See Periodic Fire Inspections fee
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After Hours Inspection (After Hours Inspections are to be prepaid and approved by the Fire Marshal)	\$200 per hour (min. 3 hours)
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Overcrowding	\$100 per person over the posted occupant load
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Private Fire Hydrant (Non-Maintaining) Monthly:

First Non-Compliance	\$250.00
Second Non-Compliance	\$500.00
Third Non-Compliance	\$1,000.00

Commercial Non-Residential Fee Schedule

Construction Fire Plan Review

New Building or Addition – All Occupancy Classifications
Except Apartments (Square Footage Based)

0-999	
1,000-2,499	\$100.00
2,500-4,999	\$200.00
5,000-9,999	\$250.00
10,000-24,999	\$350.00
25,000-49,999	\$450.00
50,000-99,999	\$650.00
100,000-199,999	\$800.00
200,000-499,999	\$1,000.00
500,000 and greater	\$2,000.00
	\$4,000.00

Residential Apartments



\$60.00 per unit (min. fee \$200)

Alteration (including interior demolition)
Square Footage Based

0-999	\$100.00
1,000-2,499	\$200.00
2,500-4,999	\$250.00
5,000-9,999	\$350.00
10,000-24,999	\$450.00
25,000-49,999	\$650.00
50,000-99,999	\$800.00
100,000-199,999	\$1,000.00
200,000-499,999	\$2,000.00
500,000 and greater	\$4,000.00

Accessory Structure
(Compactor Enclosure, Roofed Structure, etc.)

\$125.00

Change of Use (without work done)
If work is performed, it will fall under Alteration fee

\$150.00

Construction Office or Sales Office

\$150.00

Construction Trailer

\$75.00

Demolition of a Building (Fire Review Only)

\$150.00

Photovoltaic Power Systems

\$200.00

Electric Vehicle (EV) Charging Station

\$100.00

Development Site Plan Reviews
(One-Time Fee Paid at Submittal)

Sketch Plan

Master Plan

\$75.00

Construction Drawing

\$150.00

\$300.00



Notes

- Minimum fire review fee for the building permit only. Building and trades are an additional fee added by Wake County.
- Double permit fees shall be charged for working without a permit.
- Fees not included in the fee schedule or fees for unique situations will be evaluated and applied accordingly.

Fire Service Trade Construction Permits

Automatic Fire Suppression System (Installation or Modification)	\$150.00
Compressed Gases (See NC Fire Code Table 105.6.9)	\$75.00
Cryogenic Fluids (Installation or alteration to outdoor stationary storage systems where the system capacity exceeds the amounts listed in table 105.5.11)	\$75.00
Fire Alarm (Installation or Modification)	\$250 or \$0.02 per square foot (whichever is greater)
Fire Pump (Installation or Modification)	\$200.00
Flammable and Combustible Liquids (See NC Fire Code 105.6.8)	\$100.00
Fuel Cell Power Systems (To install stationary fuel cell power systems)	\$100.00
Gas Detection Systems (To install or the modification to gas detection systems)	\$100.00
Hazardous Materials (To install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 50 where the hazardous materials in use or storage exceed the amounts listed in NC Fire Code Table 105.6.21)	\$250.00
High Piled Combustible Storage (For the installation of or modification to a structure with more than 500 square feet, including aisles, of high-piled combustible storage)	\$100.00
Industrial Ovens (Installation)	\$75.00
Motor Vehicle Repair Rooms and Booths (To install or modify a motor vehicle room or booth)	\$100.00
Plant Extraction System (The installation of or modification to plan extraction systems)	\$100.00



Private Fire Hydrant (Installation or Modification)	\$100 per hydrant
Standpipe System (Installation or Modification)	\$250.00
Sprinkler System (Installation or Modification)	\$250 or \$0.02 per square foot (whichever is greater)
Special Event Structure	\$150 per structure
Spraying and Dipping (To install or modify a spray room, dip tank or booth)	\$75.00
Smoke Control or Smoke Exhaust Systems (For the installation of or alteration to smoke control or smoke exhaust systems)	\$100.00
Solar Photovoltaic Power Systems (To install or the modification to solar photovoltaic power systems)	\$100.00
Express Fire Trade Permit Review (Express review will need to be requested and approved)	\$600 for the first 2 hours and \$200 per 30 minutes thereafter
Work & Modification without plan submittal and approval (Fire Trade Permits Only)	\$500 plus review fee
Re-Review of previously denied permit application or a revision of an approved plan	½ of original fee

Fire Service Operational Permits

Additive Manufacturing (To conduct additive manufacturing operations regulated by Section 320.3)	\$100.00
Aerosol Products, Aerosol Cooking Spray Products, and Plastic Aerosol 3 Products (To manufacture, store or handle an aggregate quantity of level 2 or 3 aerosol products, aerosol cooking spray products or plastic aerosol 3 products in excess of 500 pounds net weight)	\$75.00
Amusement Buildings (To operate a special amusement building)	\$100.00
Aviation Facilities (To use a Group H or S occupancy for aircraft servicing or repair and aircraft fuel servicing vehicles)	\$75.00
Battery Storage Systems (Permit is required to install/maintain stationary storage battery systems having a liquid capacity of more than 50 gallons)	\$200.00
Carnivals and Fairs (To conduct a carnival or fair)	\$200.00



Cellulose Nitrate Film (To Store, handle or use cellulose nitrate film in a Group A occupancy)	\$75.00
Combustible Dust Producing Operations (To operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2)	\$75.00
Combustible Fibers (Storage and handling combustible fibers in quantities greater than 100 cubic feet)	\$75.00
Compressed Gases (Storage, use and handling in excess of the amount listed in Table 105.5.9)	\$75.00
Covered Mall Buildings <ol style="list-style-type: none">1. The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall.2. The display of liquid- or gas-fired equipment in the mall. The use of open-flame or flame-producing equipment in the mall.	\$75.00
Cryogenic Fluids (To produce, store, transport on site, use, handle, or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.11)	\$75.00
Dry Cleaning Plants (To engage in business of dry cleaning or to change to a more hazardous cleaning solvent)	\$75.00
Energy storage systems (For stationary and mobile energy storage systems regulated by Section 1297)	\$200.00
Exhibits and Trade Shows (To operate exhibits and trade shows)	\$100.00
Explosives (For the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of Chapter 56)	\$200.00
Explosives (Blasting Permit) 48 Hours	\$100.00
30 Days	\$250.00
Flammable/Combustible Liquids Storage (See 105.6.18 NC Fire Code 1-11)	\$100.00
Floor Finishing (Floor finishing or surfacing operations exceeding 350 square feet using Class I or II liquids)	\$75.00
Fruit/Crop Ripening (To operate a fruit- or crop-ripening facility or conduct a fruit-ripening process using ethylene gas)	\$75.00
Fumigation and Thermal Insecticidal Fogging (To operate a business of fumigation or insecticidal fogging, and to maintain a room, vault or chamber in which a toxic flammable fumigant is used)	\$75.00



Hazardous Materials (To store, transport on site, dispense, use, or handle hazardous materials in excess of the amounts listed in Table 105.6.21)	\$250.00
HPM Facilities (To store, handle, or use hazardous production materials)	\$250.00
High-Piled Storage (Use of a building or portion thereof as a high-piled storage area exceeding 500 square feet)	\$100.00
Hot Work Operations <ol style="list-style-type: none">1. Public exhibitions and demonstrations where hot work is conducted.2. Use of portable hot work equipment inside a structure. Except: work conducted under a construction permit.3. Fixed-site hot work equipment, such as welding booths.4. Hot work conducted within a wildfire risk area.5. Hot work conducted within a wildfire risk area. <p>Where approved, by the fire code official shall issue a permit to carry out a hot work program.</p>	\$75.00
Industrial Ovens (For the operation of industrial ovens regulated by NC Fire Code Chapter 30)	\$75.00
Lumber Yards/Woodworking Plants (for the storage or processing of lumber exceeding 100,000 board feet)	\$75.00
Liquid- or Gas- Fueled Vehicles or Equipment in Assembly Buildings (To display, operate, or demonstrate in assembly buildings)	\$100.00
Magnesium (To melt, cast, heat treat, or grind more than 10 pounds of magnesium)	\$75.00
Miscellaneous Combustible Storage (To store in any building or upon any premises in excess of 2,500 cubic feet gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible materials)	\$75.00
Mobile Food Preparation Vehicles (Required for mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors)	\$100.00
Motor Fuel-Dispensing Facilities (For the operation of automotive, marine and fleet motor fuel dispensing facilities)	\$75.00
Open Burning (For the kindling or maintaining of an open fire or a fire on a public street, alley, road, or other public or private ground and also bonfires)	
Ceremony or Bon Fire	\$100.00
Land Clearing* (30 days)	\$200.00

* Burning permits are issued for site development with a distance requirement of 500 feet away from the nearest structure and 250 feet away from the nearest roadway. The fire may generally be started between 8 a.m. and 6 p.m.



Open Flames and Torches (To remove paint with a torch; or to use a torch or open-flame device in a wildfire risk area)	\$75.00
Open Flames and Candles (To use open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments)	\$75.00
Organic Coatings (Any organic-coating manufacturing operation producing more than 1 gallon of organic coating in one day)	\$75.00
Outdoor Assembly Event (To conduct an outdoor assembly event where planned attendance exceeds 1,000 persons)	\$100.00
Places of Assembly (To operate a place of assembly)	\$75.00
Nightclubs (To operate a nightclub per the definition of the North Carolina Fire Code)	\$100.00
Plant Extraction Systems (To use plant extraction systems)	\$75.00
Private Fire Hydrants (To use or the operation of private fire hydrants)	\$100.00
Pyrotechnic Special Effects Material (Use and handling of pyrotechnic special effects material)	\$250.00
Pyroxylin Plastics (For storage or handling of more than 25 pounds of cellulose nitrate plastics, and for the assembly or manufacture of articles involving pyroxylin plastics)	\$75.00
Refrigeration Equipment (To operate a mechanical refrigeration unit or system regulated by Chapter 6)	\$75.00
Repair Garages (Operation of repair garages)	\$75.00
Rooftop Heliports (Operation of a rooftop heliport)	\$75.00
Spraying or Dipping (To conduct a spraying or dipping operation utilizing flammable or combustible liquids, or the application of combustible powders regulated by Chapter 24)	\$75.00
Storage of Scrap Tires and Tire By-Product (To establish, conduct or maintain storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet of total volume of scrap tires, and for indoor storage of tires and tire byproducts)	\$75.00
Temporary Membrane Structures, Tents, and Canopies	\$150 per tent/membrane structure
<ol style="list-style-type: none">1. Temporary membrane structure in excess of 400 sf. or2. Temporary stage canopy in excess of 400 sf. or3. Tent having an area in excess of 800 sf, except:<ol style="list-style-type: none">a. Open on all sides, which complies with the following:<ol style="list-style-type: none">i. Individual tents having a maximum size of 1800 sfii. The aggregate area of multiple tents placed side-by-side without a fire break clearance of not less than 12 feet shall not exceed 1,800 sf total	



Tire Rebuilding Plants (For the operation and maintenance of a tire-rebuilding plant)	\$75.00
Waste Handling (To operate of wrecking yards, junk yards and waste material-handling facilities)	\$75.00
Wood Products (To store chips, hogged material, lumber or plywood in excess of 200 cubic feet)	\$100.00
Temporary sleeping units for disaster relief workers (The operation of long-term temporary sleeping units for disaster relief workers)	\$75.00
AGST / UGST Install / Removal	\$200 per tank

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

Youth & Adult Recreation Programs

Offerings include but are not limited to Arts & Cultural programs, Environmental Education, 55+ Active Adults & S.T.E.A.M programs. Registration fees are calculated based on KPRD or contracted service level, equipment & supplies for each program.

	Resident	Non-Resident
Arts, Cultural & S.T.E.A.M Programs Level 4:	\$25.00	\$50 65 .00
Arts, Cultural & S.T.E.A.M Programs Level 3:	\$15.00	\$30.00
Arts, Cultural & S.T.E.A.M Programs Level 2:	\$10.00	\$20.00
Arts, Cultural & S.T.E.A.M Programs Level 1:	\$5.00	\$10.00

Athletic Programs and Fees

Youth Sports

	Resident	Non-Resident
Basketball	\$50.00	\$70 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)	\$50.00	\$70 65 .00
Baseball (Ages 9-15)	\$50.00	\$70 65 .00
Softball (Ages 7-8)	\$50.00	\$70 65 .00
Softball (Ages 9-12)	\$50.00	\$70 65 .00
Sport Academies (Ages 7-15)	\$25.00	\$50.00

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 & Co-Ed Leagues)	\$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
Individual (Ages 13 and older)	\$100.00	\$110.00
Family Package (23 or more)	\$150.00	\$160.00
Seniors (Ages 55 and older)	\$50.00	\$60.00

Camp Rates

13 & Under	\$3.00	\$3.00
13 & Older	\$5.00	\$5.00

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 Multi-Purpose Rooms

30 days advance reservation required
Cannot be reserved more than 3 months in advance
Multi-Purpose Rooms can be rented in the following time blocks
Monday-Friday: 6:30pm-8:30pm
Saturday: 10:00am-1:00pm, 2:00pm-5:00pm, or 10:00am-5:00pm
Sunday: 2:00pm-5:00pm

All rates are per hour

	Resident	Non-Resident
Box Car: Room 404 (70 35 person max)	\$ 70 40.00	\$ 95 65.00
Cabin: Room 406 (35 person max)	\$40.00	\$65.00
<u>Galley</u> (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

Field Rentals

Four (4) business days advance notice required

Tournament/Showcase rentals require completion of Special Event Request Form

Cannot be reserved more than 3 months in advance

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
KSP – YMCA Soccer Field	\$30.00	\$40.00

Knightdale Elementary School Fields *(Per hour)*

KES 1 – T-Ball/Kickball	\$30.00	\$50.00
KES 2 – Little League Baseball/Softball	\$30.00	\$50.00
KES 3 – Multipurpose Field (Baseball/Football)	\$30.00	\$50.00
KES 4 – Multipurpose Field	\$30.00	\$50.00

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
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KRC Auxiliary Field	\$30.00	\$40.00
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~~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
[Pricing listed is per hour](#)

		Resident	Non-Resident
Picnic Shelter (PSNC Energy Shelter) per hour	Knightdale Station Park	\$40.00	\$65.00
Wilder Plaza Full Shelter Pavilion	Knightdale Station Park	\$100.00	\$125.00
YMCA Picnic Shelter Veteran's Memorial Shelter	Knightdale Station Park	\$40.00	\$65.00
Harper Park Picnic Shelter	Harper Park	\$40.00	\$65.00

~~Knightdale Station Park~~ Amphitheater Non-Profit Rentals [Special Event Fees](#)

~~One fundraiser per group allowed per calendar year~~
Other fees may apply.
The application fee, facility usage fee, and staff charges fees are non-refundable.
The special event deposit will be returned in full provided that the property is left in appropriate order and no damage is reported.

Special Event Application Fee:		\$25.00
Class 4 Event Deposit:		\$500.00
Class 3 Event Deposit:		\$250.00
Class 2 Event Deposit:		\$100.00
Class 1 Event Deposit:		\$100.00
Amphitheater Stage, Restrooms, and Reserved Lawn Area	Resident	Non-Resident
	\$800.00	\$1,000.00

Knightdale Partnership Programs

Knightdale Station Park Brick Paver Program <i>(Includes 4" X 8" brick with up to 3 lines engraving)</i>	\$100.00
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
Non-Food Truck 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 of Adjustment Fees

Variances \$600.00

Appeals or Interpretations \$600.00

Development Permit Fees

Public Notice

Actual Postage Cost

Annexation Petition \$350.00

Utility Allocation/Developer Agreement \$500.00

Zoning Compliance Permit

New Business – Without Site Plan Review \$100.00

Home Occupation \$50.00



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 Review)

Fees are due prior to formal submittal for map amendment, special use permit, zoning compliance or major subdivision. Flat submittal fee is standard. Hourly rates only applied as needed.

Submittal Fee	\$300.00
Engineer (per hour)	\$170.00
Senior Planner (per hour)	\$80.00

Construction Plan Review

Flat submittal fee is standard. Hourly rates only applied as needed.

Construction Plan Submittal Fee	\$700.00
Engineer (per hour)	\$170.00
Senior Planner (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)	\$170.00
Senior 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
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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
Mini warehousing - 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. 5000
Streets (per linear foot)	\$1. 5000
Subdivision Final Re-Inspection <i>Inspection at conclusion of warranty period</i>	\$400.00
Sidewalks (per linear foot)	\$1. 5000
Curb & Gutter (per linear foot)	\$1. 5000
Greenway (per linear foot)	\$1. 5000
Tree Protection Fence (per linear foot)	\$0.025

Weekend Inspection Fee (Knightdale Employee)	\$300.00
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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
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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

Zoning Inspection Fees (Knightdale)

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



Residential Building Permit Fees

Wake County residential permit fees includes all trades and temporary electrical construction pole, if needed.

(1) Wake County fee

(2) 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.

New One & Two Family Dwellings

Includes Single Family, Duplex, or Townhouses.

Per Dwelling Fee Base Fee ¹	\$75.00
Plus Per Square Foot of Gross Floor Area ^{1,2}	\$0.25

Manufactured, Modular, Houses Moved

Includes all trades required.

Per Dwelling Fee ¹	\$75.00
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Alterations, Additions, Accessory Buildings & Structures

Includes residential additions, alterations, repairs, sheds, attached/detached garages, retaining walls, porches, decks, solar panels, closed crawlspaces, etc.

Permit Base Fee ¹	\$75.00
Plus Per Square Foot of Gross Floor Area ^{1,2}	\$0.25

Demolition

Permit Fee ¹	\$75.00
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Swimming Pools, Hot Tubs, & Spas

Includes all trades and 2 electrical grounding inspections.

Above-Ground Pools, Hot tubs, Spas ¹	\$75.00
In-Ground Pools ¹	\$300.00

Trade Permits

Single permit fee for electrical, mechanical, and plumbing regardless of number of trades involved.

Permit Fee ¹	\$75.00
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Non-Residential Building Permit Fees

Includes non-residential/commercial new buildings, additions, alterations, demolition, trade permits, and multi-family.

Fees calculated per project cost for EACH required trade.

Range		Wake County Fee	Knightdale Fee
\$0	\$1,500	\$75.00	\$8.00
\$1,501	\$2,500	\$138.00	\$17.00
\$2,501	\$25,000	\$204.00	\$21.00
\$25,001	\$50,000	\$407.00	\$43.00
\$50,001	\$100,000	\$815.00	\$85.00
\$100,001	\$200,000	\$1,629.00	\$171.00
\$200,001	\$350,000	\$2,852.00	\$313.00
\$350,001	\$500,000	\$3,768.00	\$382.00
\$500,001	\$750,000	\$5,042.00	\$558.00
\$750,001	\$1,000,000	\$6,314.00	\$686.00
\$1,000,001 and up		Add .15% (multiply by .0015) of each added million dollars or portion thereof	Add .11% (multiply by .0011) of each added million dollars or portion thereof

Other Permit Fees

Building Permit Administration & Review Fee (Knightdale) \$100.00

Applies to residential and commercial building permits [with site plans](#)

[Building Permit Administration & Review Fee \(Knightdale\)](#) **\$50.00**

[Applies to residential and commercial building permits without site plans](#)

Trade Permit Administration Fee (Knightdale) \$30.00

Applies to residential and commercial trade permits.

Amend Permit 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 (Wake County) \$60.00

Fee is charged for each extra trip necessary to approve a required inspection. Must be paid prior to scheduling a re-inspection.

Administrative Change Fee (Knightdale) \$50.00

Per permit fee applied to add/change of contractor or permit revisions after issuance.

Homeowner Recovery Fee \$10.00

Assessed when a licensed General Contractor applies for a permit to construct or alter a single-family dwelling.



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
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Encroachments (irrigation, landscaping, non-utility)

Encroachment Permit Fee	\$100.00
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Encroachment Inspection Fee	\$75.00
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Erosion and Sediment Control

Land Disturbance Permit	\$250.00 per acre or part thereof
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Plan Review Fee (per disturbed acre or portion)	\$250.00 per acre or part thereof
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Plan Resubmission Fee (at second and subsequent submissions)	\$100.00
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Plan Review Fee (Permit expired and renewal one more year)	\$125.00 per acre
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Plan Review Fee (Permit expired and renewal two more years)	\$250.00 per acre
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Plan Amendment Fee	\$150.00
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Individual Lot Plan Review	\$100.00 per lot/ \$250 per acre or part thereof
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Plan Transfer	\$150.00
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Re-Inspection Fee	\$60.00
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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.

[Stormwater](#)

SCM As-Built Review & Inspection	\$350.00
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Re-Inspection Fee	\$60.00
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KNIGHTDALE

BUDGET SUMMARY

Town of Knightdale
Annual Budget Summary

General Fund

Revenue	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Amended Budget	FY 2025 YTD (03/31/2025)	FY 2026 Recommended
Ad Valorem Taxes	\$ 11,592,338	\$ 12,412,541	\$ 18,828,450	\$ 18,476,186	\$ 20,403,824
Other Taxes	383,015	389,023	392,500	260,006	411,500
Unrestricted Intergovernmental	7,432,316	7,848,629	7,786,800	4,082,823	8,484,169
Restricted Governmental	3,125,761	3,838,903	5,137,021	4,604,420	5,090,682
Permits and Fees	568,893	708,623	431,858	438,713	605,500
Sales and Services	1,417,338	1,489,324	1,447,950	927,076	1,651,078
Other Revenue	191,821	421,130	217,482	157,835	213,200
Investment Earnings	424,939	595,825	500,938	418,940	441,449
Other Financing Sources	6,769,587	697,525	2,971,468	1,621,467	3,189,090
Appropriated Fund Balance	-	-	1,166,229	-	-
Total Revenues	31,906,008	28,401,523	38,880,696	30,987,466	40,490,492
Expenditures					
Personnel	13,448,874	14,553,356	18,141,314	12,290,350	22,379,206
Operations	7,343,152	6,800,770	9,118,320	5,558,831	10,117,415
Capital Outlay	3,303,190	2,487,662	5,684,186	2,750,869	2,956,370
Debt Service	1,781,040	2,883,240	3,127,788	2,682,789	3,894,542
Other Financing Uses	5,641,212	667,000	2,809,088	2,809,088	1,142,959
Total Expenditures	31,517,468	27,392,028	38,880,696	26,091,927	40,490,492
Total General Fund - Revenues over Expenditures	\$ 388,540	\$ 1,009,495	\$ -	\$ 4,895,539	\$ -

(1) FY 2023 actuals other financing sources(uses) include \$5M received for ARPA funding
(2) FY 2026 recommended budget includes a \$835k installment purchase agreement for vehicles/equipment

Town of Knightdale
Annual Budget Summary

Stormwater Fund

Revenue

Permits and Fees	\$	1,739,063	\$	1,551,122	\$	1,463,440	\$	966,471	\$	1,495,715
Investment Earnings		50,469		111,697		75,000		67,322		50,000
Other Financing Sources		39,831		-		2,098,893		-		1,584,992
Total Revenues		1,829,363		1,662,819		3,637,333		1,033,793		3,130,707

Expenditures

Personnel		453,266		555,338		748,700		467,042		818,993
Operations		217,185		253,296		491,466		147,386		581,714
Capital Outlay		137,404		390,139		2,367,263		677,267		1,730,000
Debt Service		31,191		42,266		29,904		29,904		-
Other Financing Uses		-		-		-		-		-
Total Expenditures		839,046		1,241,039		3,637,333		1,321,599		3,130,707

Total Stormwater Fund - Revenues over
Expenditures

\$	990,317	\$	421,780	\$	-	\$	(287,806)	\$	-
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Town Council

The Knightdale Town Council, consisting of a Mayor and five (5) councilors, sets policies governing the operations of the Town.

PURPOSE STATEMENT:

The mission of the elected officials is to provide for the health, safety and welfare of the citizens, while achieving community goals by providing municipal services in a cost-effective, customer friendly manner through an open, consensus driven process.

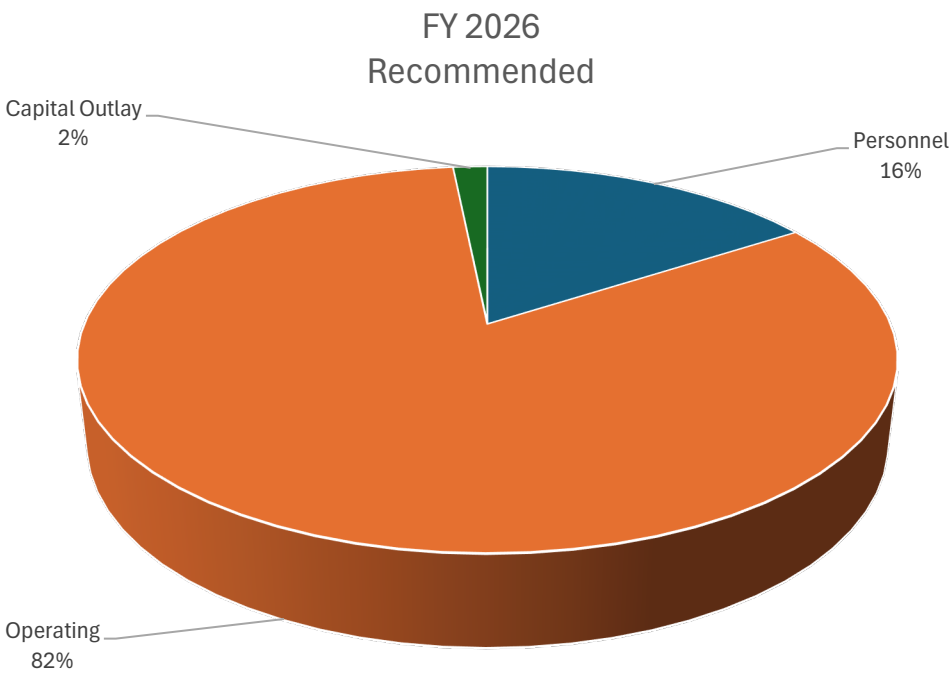
DEPARTMENT SUMMARY:

Town Council	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
Personnel	\$ -	\$ -	\$ 87,413	\$ 89,769	\$ 98,869
Operating	-	-	296,630	512,130	512,130
Capital Outlay	-	-	12,000	10,000	10,000
Total	\$ -	\$ -	\$ 396,043	\$ 611,899	\$ 620,999

*Previously reported under Administration, separated in FY 2025.

Budget Highlights:

- * Increase in legal costs
- * Lobbying Services - new
- * Election Cost



Town Manager's Office

The Town Manager and Assistant Town Managers along with the management team provide direction to the remaining staff in implementing policies set by the Town Council

PURPOSE STATEMENT:

Oversee and direct the day-to-day operations and general management of the Town of Knightdale.

DEPARTMENT SUMMARY:

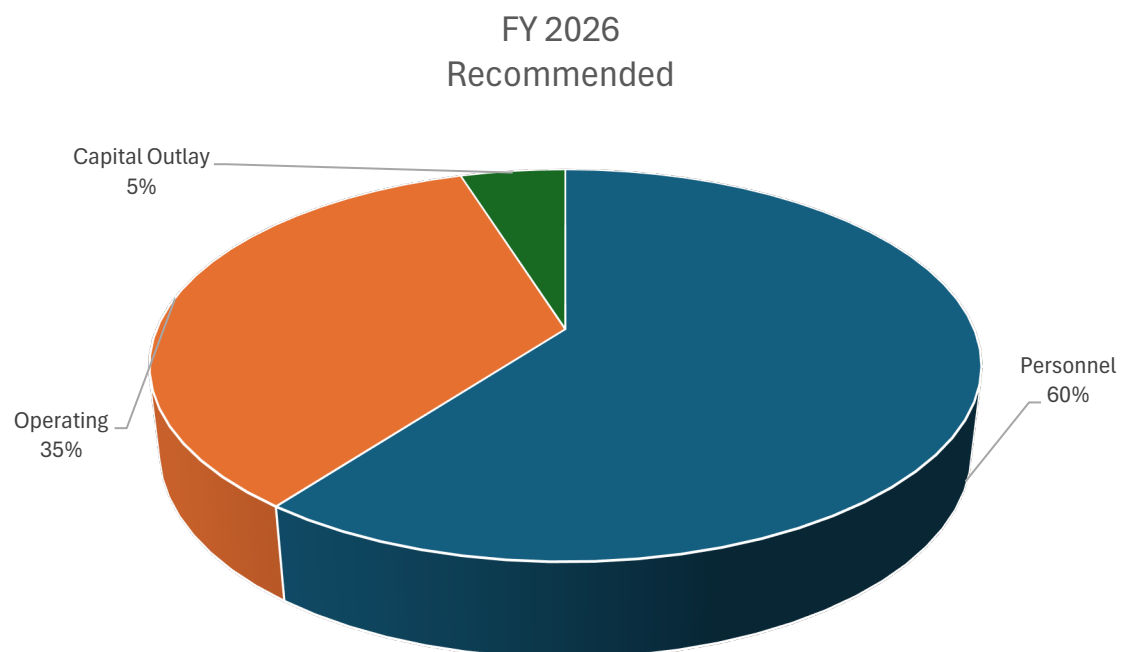
Town Manager's Office	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
Personnel	\$ 1,463,691	\$ 1,450,658	\$ 1,023,674	\$ 1,305,081	\$ 1,312,168
Operating	1,175,768	1,021,216	562,411	757,464	757,944
Capital Outlay	1,564,161	137,799	247,171	6,000	106,000
Total	\$ 4,203,620	\$ 2,609,673	\$ 1,833,256	\$ 2,068,545	\$ 2,176,112

*Community Relations, Town Council, Human Resources and Information & Technology were previously reported here

Budget Highlights:

*Full year personnel costs of new Assistant Town Manager position

* Furnishing for new office - The Loft



Community Relations

The Community Relations Department serves as Knightdale’s hub for economic development, communications, and community engagement. Our team connects residents, businesses, and organizations to town initiatives while promoting growth, transparency, and a vibrant local culture.

PURPOSE STATEMENT:

The Community Relations Department strives to cultivate a culture of engagement where residents, businesses, and organizations are active partners in shaping the future of our small urban town community to make a positive impact.

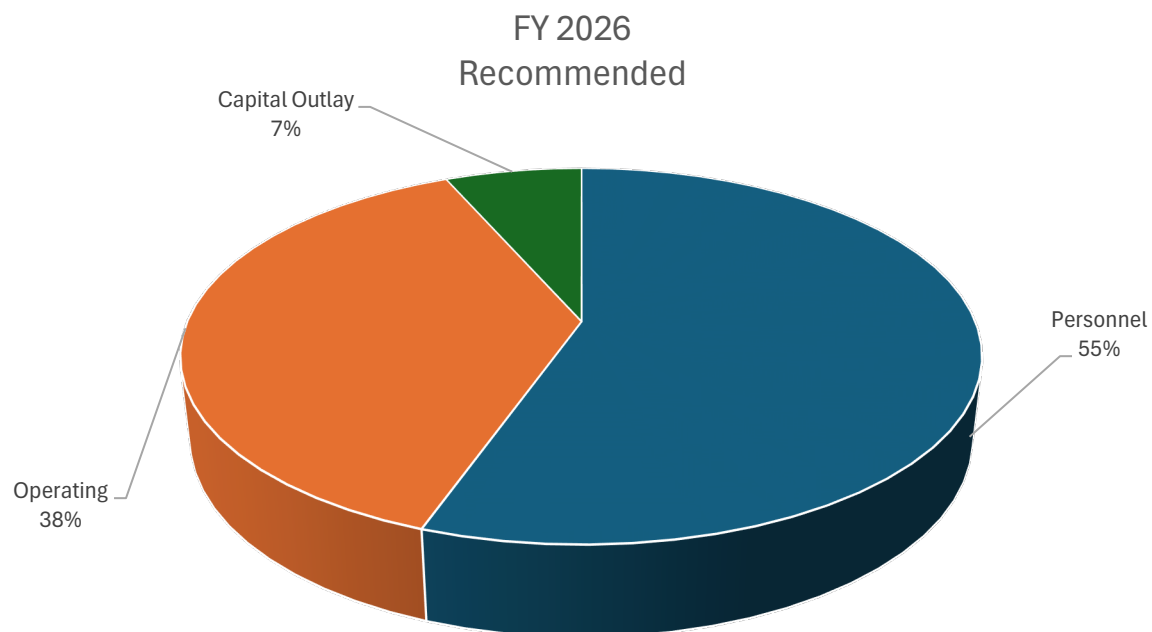
DEPARTMENT SUMMARY:

Community Relations	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
Personnel	\$ -	\$ 279,437	\$ 350,926	\$ 435,632	\$ 472,036
Operating	-	178,629	328,425	323,530	323,530
Capital Outlay	-	49,864	23,710	56,000	56,000
Total	\$ -	\$ 507,930	\$ 703,061	\$ 815,162	\$ 851,566

*Previously reported under Administration, separated in FY 2024.

Budget Highlights:

- * Vehicle addition
- * New Administrative Assistant position



Human Resources

The Human Resources department manages recruitment, employee support, and compliance, ensuring a capable and effective workforce to meet the needs of the community.

PURPOSE STATEMENT:

To provide recruitment, compensation, consultation and workforce development to Town departments so that they can provide excellent service to the citizens of Knightdale.

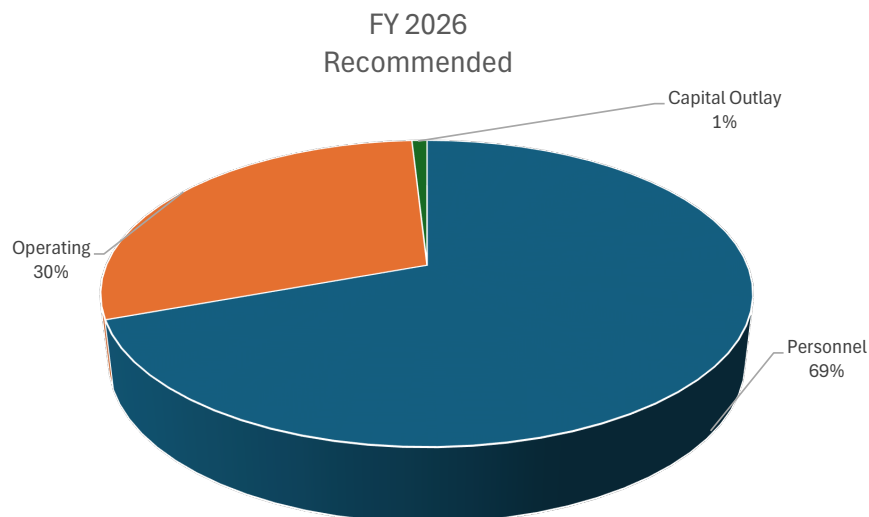
DEPARTMENT SUMMARY:

Human Resources	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
Personnel	\$ -	\$ -	\$ 773,048	\$ 857,125	\$ 905,486
Operating	-	-	369,645	382,556	387,863
Capital Outlay	-	-	6,500	6,680	11,680
Total	\$ -	\$ -	\$ 1,149,193	\$ 1,246,361	\$ 1,305,029

*Previously reported under Administration, separated in FY 2025.

Budget Highlights:

* New HR Technician Position



Finance Department

The Finance Department is responsible for maintaining and administering the Town's fiscal operations in accordance with generally accepted accounting principles and North Carolina's General Statutes.

PURPOSE STATEMENT:

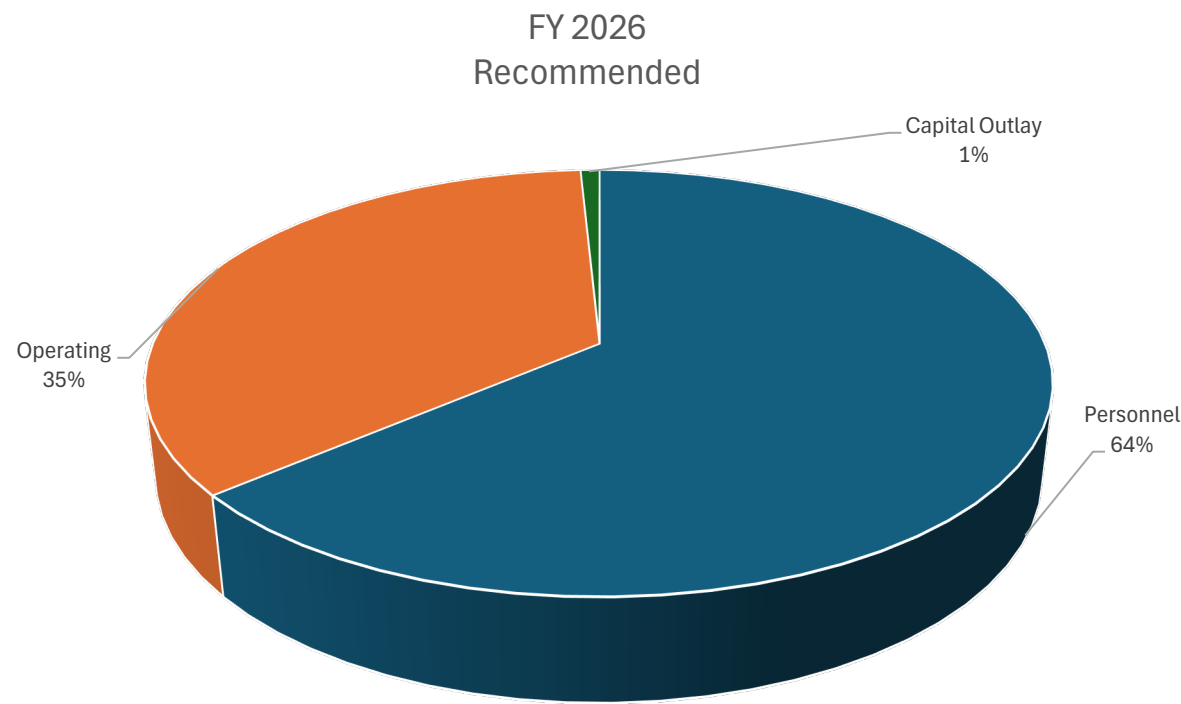
Manage town funds in accordance with the Local Government Budget and Fiscal Control Act, applicable state and federal regulations, and sound principles of accounting and cash management.

DEPARTMENT SUMMARY:

Finance Department	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
Personnel	\$ 633,344	\$ 654,897	\$ 743,007	\$ 787,708	\$ 790,308
Operating	234,368	226,520	424,072	432,006	439,006
Capital Outlay	67,247	-	3,000	-	10,000
Total	\$ 934,959	\$ 881,417	\$ 1,170,079	\$ 1,219,714	\$ 1,239,314

Budget Highlights:

N/A



Development Services

Development Services manages the Town's growth and development in five service areas, Long Range Planning, Current Planning, Transportation Planning, Permits & Inspections and Code Enforcement.

PURPOSE STATEMENT:

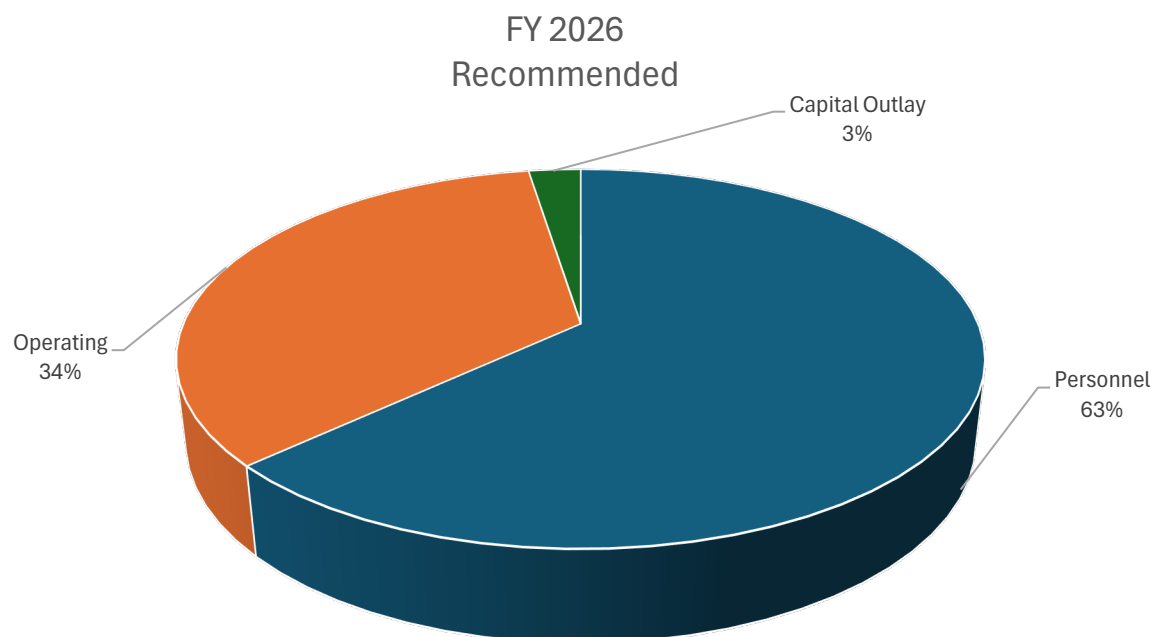
Development Services assists in delivering the Town Council's vision of an Urban Small Town through the built environment. Staff's ensures accessibility of services and opportunities within the Town through comprehensive planning and action.

DEPARTMENT SUMMARY:

Development Services	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
Personnel	\$ 733,837	\$ 888,292	\$ 999,550	\$ 1,219,888	\$ 1,163,136
Operating	274,669	131,813	336,771	708,973	633,973
Capital Outlay	439,614	544,621	563,249	325,800	45,800
Total	\$ 1,448,120	\$ 1,564,726	\$ 1,899,570	\$ 2,254,661	\$ 1,842,909

Budget Highlights:

- * New Planning Technician position
- * New Planner position
- * Public Art



Information Technology

This function is currently contracted out to a private vendor who is responsible for administering and maintaining the Town's information technology. They provide quality, responsive and cost-effective IT solutions and services that enable Town departments to be successful in achieving their respective goals.

PURPOSE STATEMENT:

Provide the highest quality and secure technology and communication services to all Town departments and residents of Knightdale.

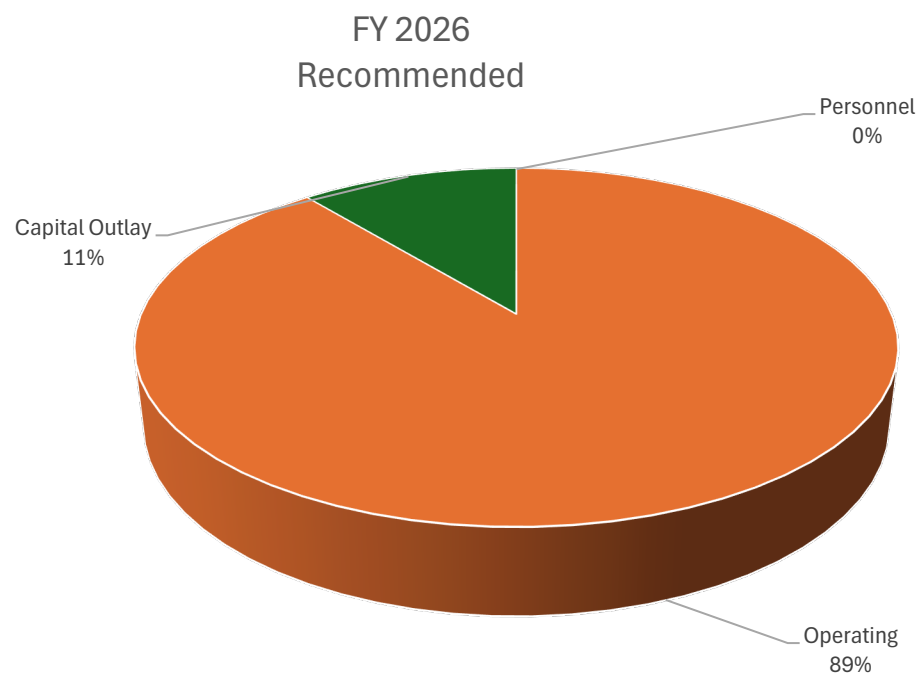
DEPARTMENT SUMMARY:

Information Technology	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	623,677	736,548	736,548
Capital Outlay	-	-	151,000	126,050	91,050
Total	\$ -	\$ -	\$ 774,677	\$ 862,598	\$ 827,598

*Previously reported under Administration, separated in FY 2025.

Budget Highlights:

* Increase Contract service - VC3 VOA



Public Works - Building and Grounds division

Building and Grounds responsible for the maintenance and care of the Town properties grounds, athletic fields, greenways and playground maintenance.

PURPOSE STATEMENT:

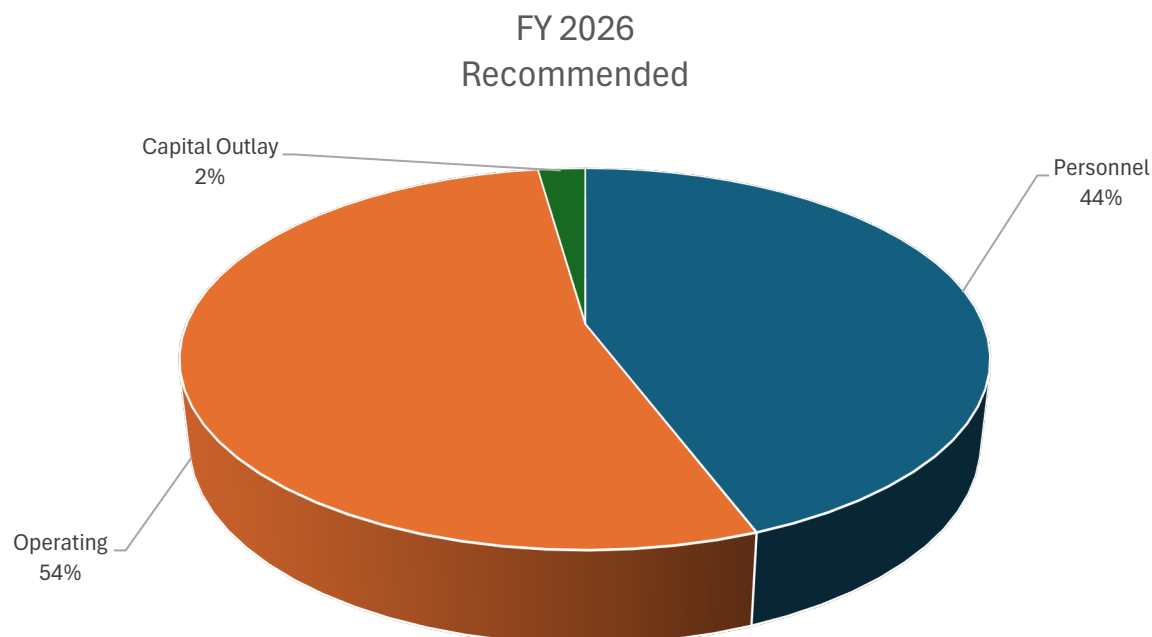
Provide efficient, safer, and aesthetically pleasing facilities for residents and employees of the Town.

DEPARTMENT SUMMARY:

Public Works - Building and Grounds	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
Personnel	\$ 322,316	\$ 408,675	\$ 419,243	\$ 439,521	\$ 443,014
Operating	444,942	363,890	520,358	536,192	536,192
Capital Outlay	87,328	42,175	281,109	83,500	22,500
Total	\$ 854,586	\$ 814,740	\$ 1,220,710	\$ 1,059,213	\$ 1,001,706

Budget Highlights:

* Zero Turn Mower replacement



Public Works - Streets and Highways division

Streets and Highways provides maintenance and repair of the Town's street system.

PURPOSE STATEMENT:

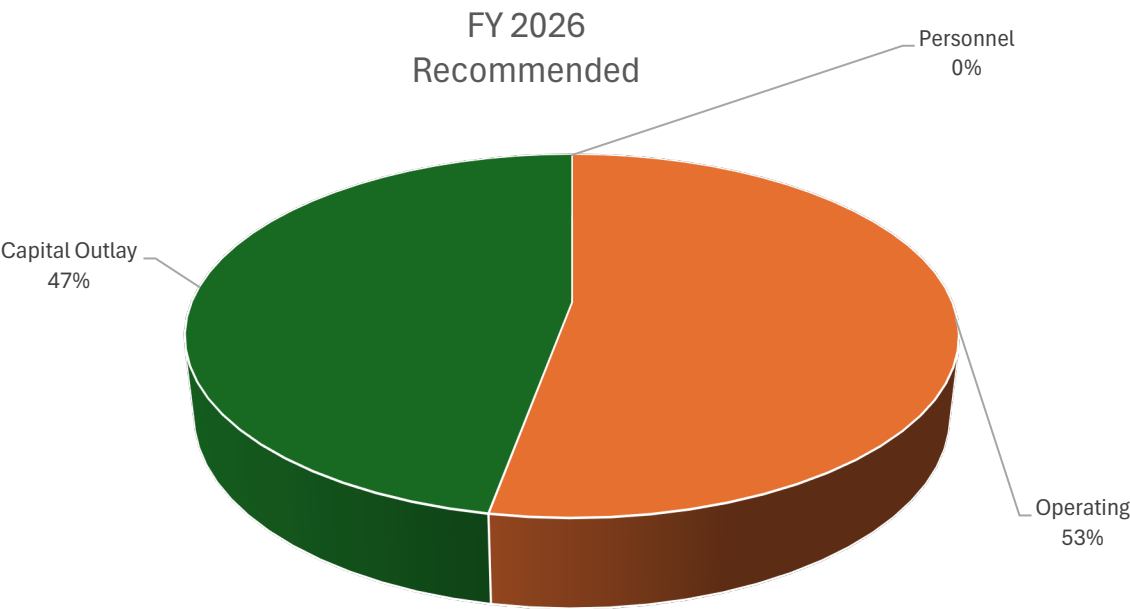
Enhance citizens' quality of life by maintaining, repairing and replacing streets and other related infrastructure. To ensure a safe road system through proper maintenance, rehabilitation and replacement of failed segments of pavement and all other related infrastructure while upholding the highest regard for customer satisfaction. To strive to maintain and improve traffic conditions to strengthen citizens' sense of community.

DEPARTMENT SUMMARY:

Public Works - Streets and Highway	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	402,438	439,123	329,050	492,550	492,550
Capital Outlay	824,319	10,367	1,079,376	439,000	439,000
Total	\$ 1,226,757	\$ 449,490	\$ 1,408,426	\$ 931,550	\$ 931,550

Budget Highlights:

- * Street Paving & Sidewalk projects
- * Spreaders
- * Snow Plow



Public Works - Operations division

This group is responsible for streets, yard waste collection, facilities maintenance, construction inspections, fleet and supporting the Parks and Recreation department in a tactical manner.

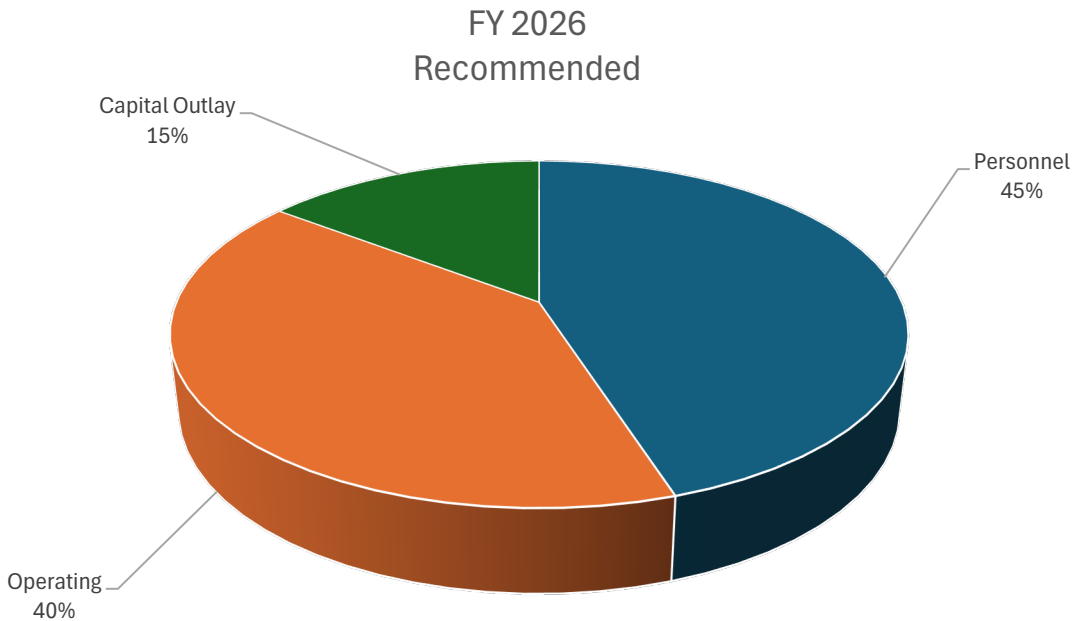
PURPOSE STATEMENT:
Enhance the quality of life for residents by ensuring citizen safety, maintaining the infrastructure, supporting Town departments and providing quality essential municipal services with the highest level of customer service via a cost effective, efficient and

DEPARTMENT SUMMARY:

	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
Public Works - Operations division					
Personnel	\$ 654,430	\$ 651,111	\$ 761,673	\$ 1,050,709	\$ 912,627
Operating	651,007	571,980	769,801	900,109	818,109
Capital Outlay	266,202	158,723	1,171,236	674,440	297,440
Total	\$ 1,571,639	\$ 1,381,814	\$ 2,702,710	\$ 2,625,258	\$ 2,028,176

Budget Highlights:

- * Two new Maintenance Worker positions
- * KSP Sign Replacement/Clock Tower
- * Vehicle Replacement



Police Department

The Knightdale Police Department is responsible for five overarching service objectives. They include 1) preventing and deterring crime, 2) investigating and resolving criminal activity, 3) facilitating the safe and expeditious movement of traffic, 4) enhancing community partnerships to promote a safe society, and 5) enhancing operational and service capabilities of the department and its personnel.

PURPOSE STATEMENT:

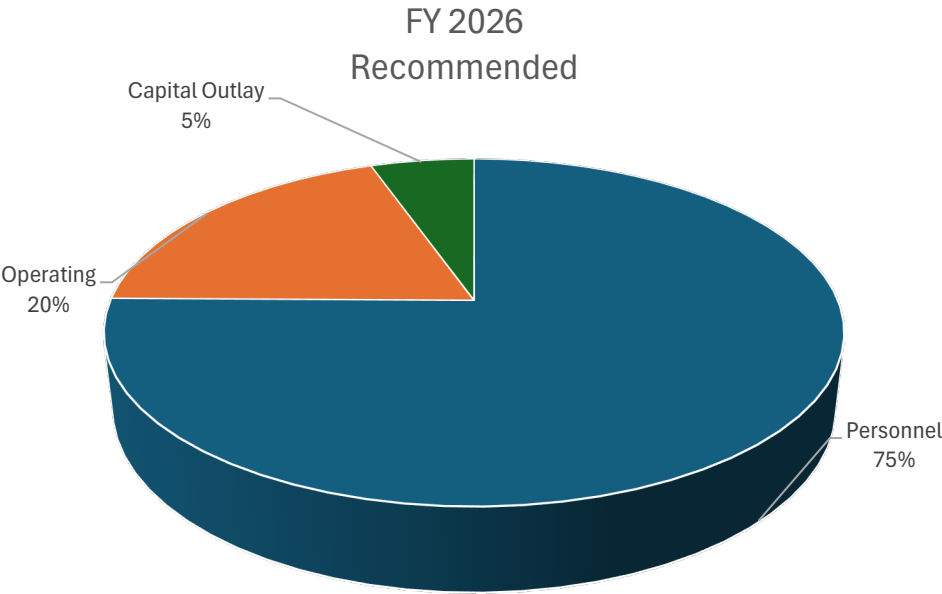
To ensure the safety and security of all who live, work, and visit in the Town of Knightdale through professional policing and community partnerships

DEPARTMENT SUMMARY:

Police Department	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
Personnel	\$ 3,607,166	\$ 4,210,393	\$ 6,014,932	\$ 6,915,762	\$ 6,999,508
Operating	890,581	956,540	1,201,234	1,593,228	1,806,263
Capital Outlay	309,242	1,006,009	1,002,994	916,030	503,000
Total	\$ 4,806,989	\$ 6,172,942	\$ 8,219,160	\$ 9,425,020	\$ 9,308,771

Budget Highlights:

- * New Police Captain position
- * Three new Police Officer position
- * Vehicle Replacements (5)
- * Vehicle Addition (4)
- * Increase in Software annual fees



Fire Department

The Fire Department is committed to creating a safer community through prevention, preparedness and effective emergency response.

PURPOSE STATEMENT:

To protect, maintain and enhance the well-being of all citizens within the community.

DEPARTMENT SUMMARY:

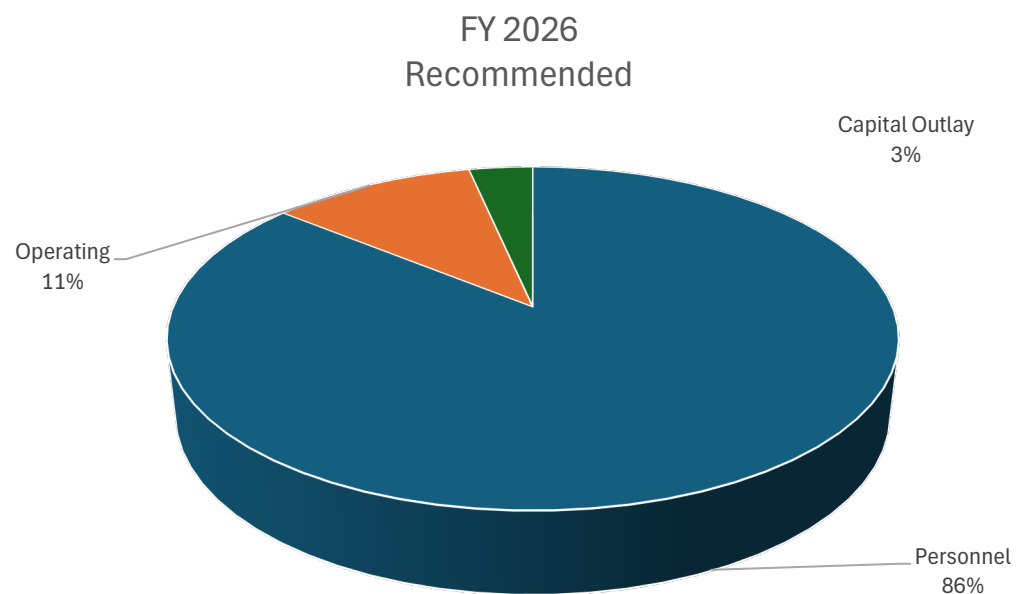
Fire Department	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
Personnel	\$ 4,913,972	\$ 5,271,928	\$ 6,068,518	\$ 7,059,888	\$ 7,569,471
Operating	916,137	816,500	889,354	948,042	948,042
Capital Outlay	151,417	175,293	98,450	534,450	296,450
Total	\$ 5,981,526	\$ 6,263,721	\$ 7,056,322	\$ 8,542,380	\$ 8,813,963

Budget Highlights:

*9 new positions (3 Captains, 3 Lieutenant, 3 Firefighter)

* Vehicle addition

* Two replacement vehicles



Parks and Recreation

Staff develops and implements recreational, athletic, educational and cultural programming.

PURPOSE STATEMENT:

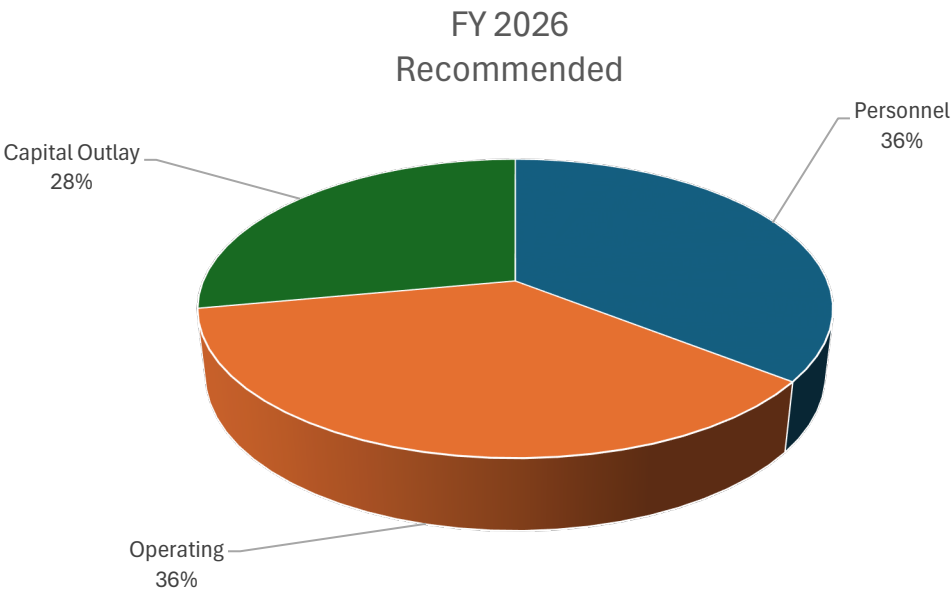
To enhance the quality of life for the citizens of Knightdale and Eastern Wake County by providing a wide variety of passive, active recreational and cultural opportunities.

DEPARTMENT SUMMARY:

Parks and Recreation	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
Personnel	\$ 717,680	\$ 737,965	\$ 899,330	\$ 1,033,941	\$ 1,055,635
Operating	629,192	781,776	1,079,355	1,126,103	1,080,603
Capital Outlay	417,979	362,811	1,044,390	1,608,000	828,000
Total	\$ 1,764,851	\$ 1,882,552	\$ 3,023,075	\$ 3,768,044	\$ 2,964,238

Budget Highlights:

- * One new Athletic Superintendent position
- * Community Pool Restroom & Resurfacing
- *Vehicle Addition
- * Knightdale Elementary School Field 1 & 2 Lights
- * Office Space @ KSP Field 2



Transfers - Other Funds

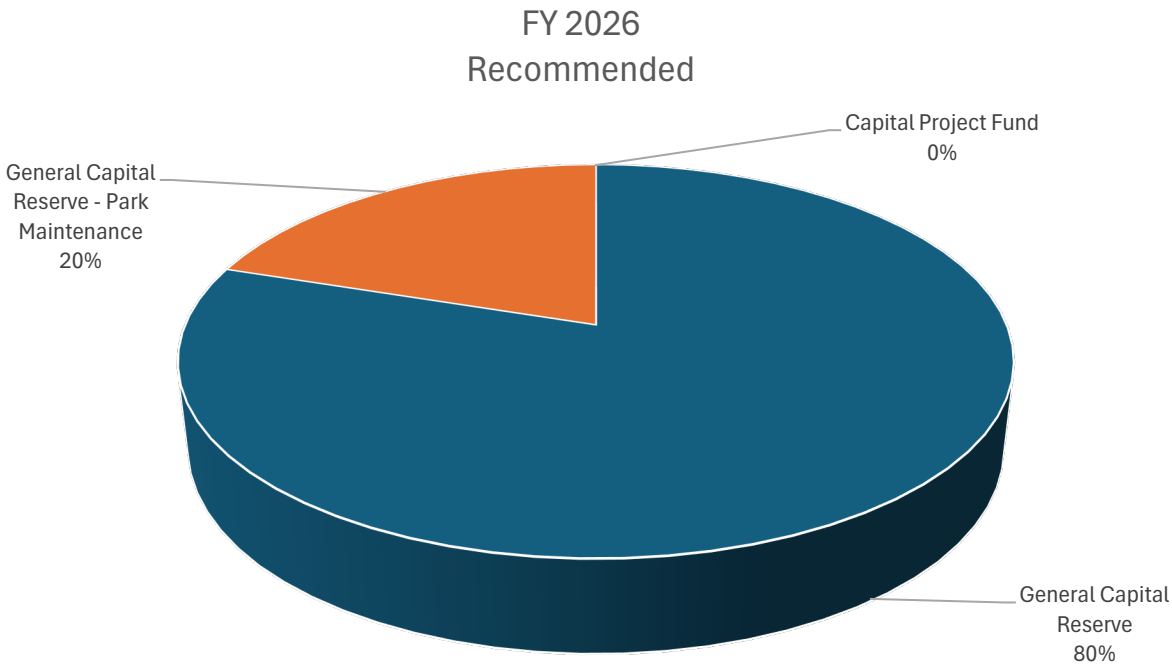
A separate department within the General Fund accounts for transfers out for future capital and other allocations.

DEPARTMENT SUMMARY:

Transfers - Other Funds	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
General Capital Reserve	\$ 512,970	\$ 534,000	\$ 850,000	\$ 914,367	\$ 914,367
General Capital Reserve - Park Maintenance	128,242	133,000	212,500	228,592	228,592
Capital Project Fund	5,000,000	-	1,746,588	-	-
Total	\$ 5,641,212	\$ 667,000	\$ 2,809,088	\$ 1,142,959	\$ 1,142,959

Budget Highlights:

- *Transfer \$.02 on estimated valuation for future capital projects
- *Transfer \$.005 on estimated valuation for Parks and Greenways maintenance



Stormwater

The Stormwater Management program is responsible for plan review, design work and construction inspection.

PURPOSE STATEMENT:

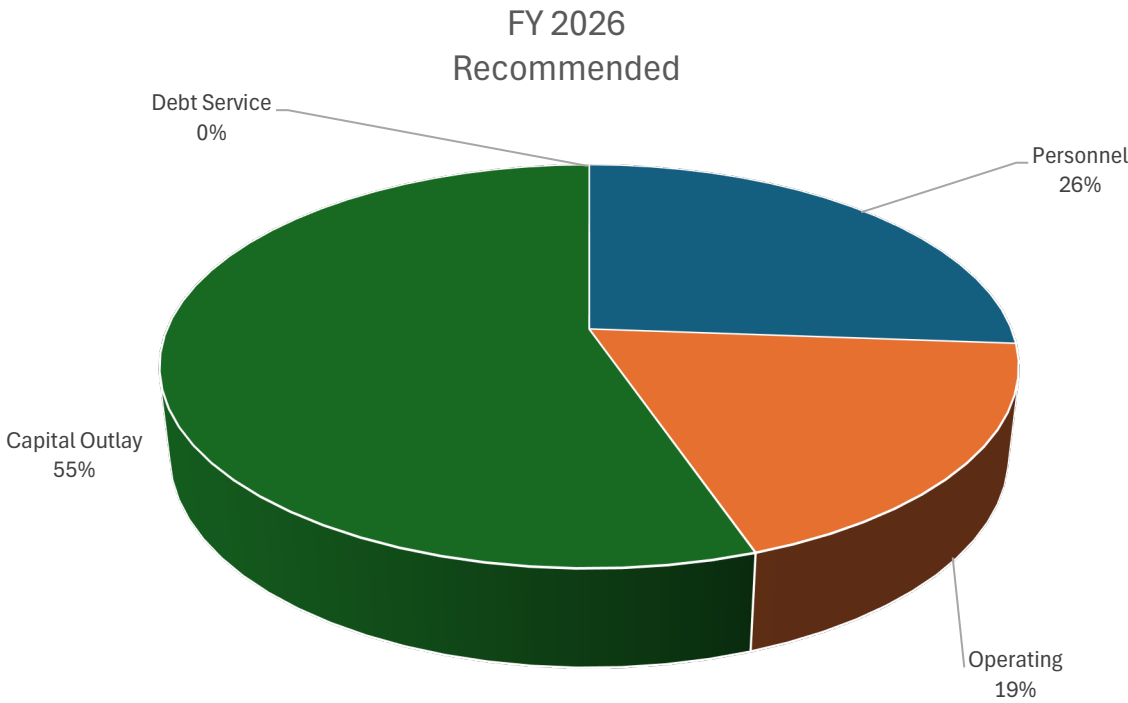
Ensure the safe and sound design and construction of the town's infrastructure.

DEPARTMENT SUMMARY:

Stormwater	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	FY 2026 Recommended
Personnel	\$ 453,266	\$ 555,338	\$ 748,700	\$ 842,171	\$ 818,993
Operating	217,185	253,296	491,466	581,714	581,714
Capital Outlay	137,404	390,139	2,367,263	1,730,000	1,730,000
Debt Service	31,191	42,266	-	-	-
Total	\$ 839,046	\$ 1,241,039	\$ 3,607,429	\$ 3,153,885	\$ 3,130,707

Budget Highlights:

N/A





KNIGHTDALE

DEBT

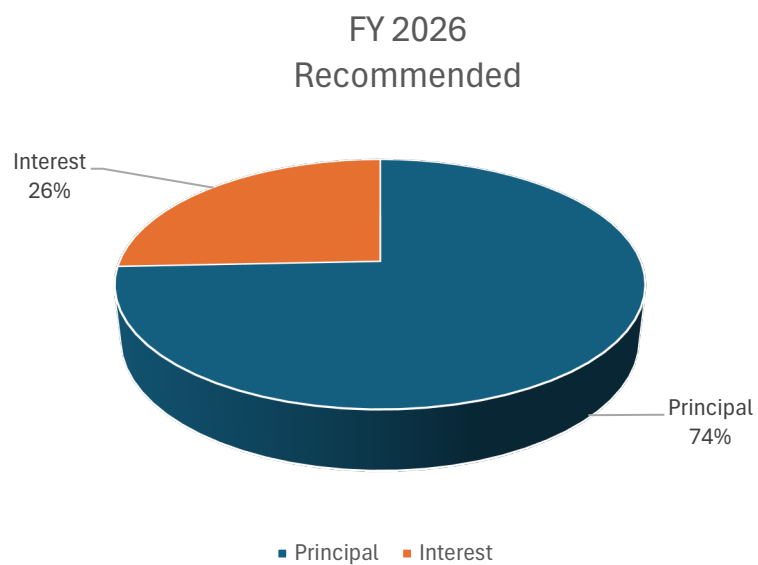
Town of Knightdale Debt Service

DEPARTMENT SUMMARY:

Debt Service	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2026 Recommended
Principal	\$ 1,537,669	\$ 2,411,746	\$ 2,445,085	\$ 2,895,087
Interest	243,371	471,494	682,703	999,455
Total	\$ 1,781,040	\$ 2,883,240	\$ 3,127,788	\$ 3,894,542

Budget Highlights:

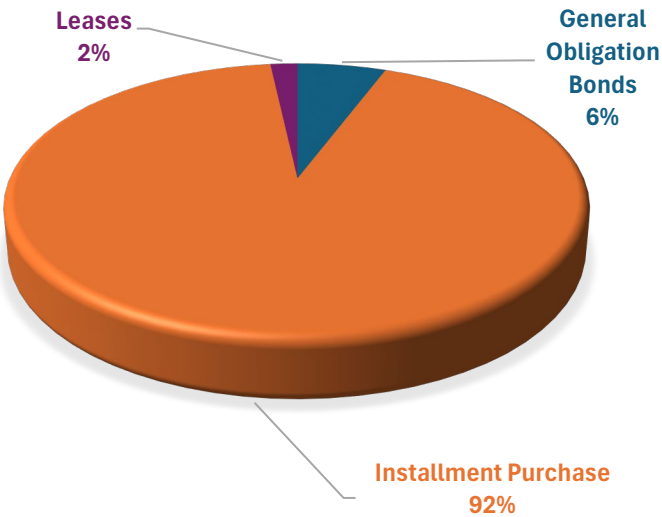
* LOB - Law Enforcement Center, Principal & Interest



Town of Knightdale
Debt Overview
As of: June 30, 2024

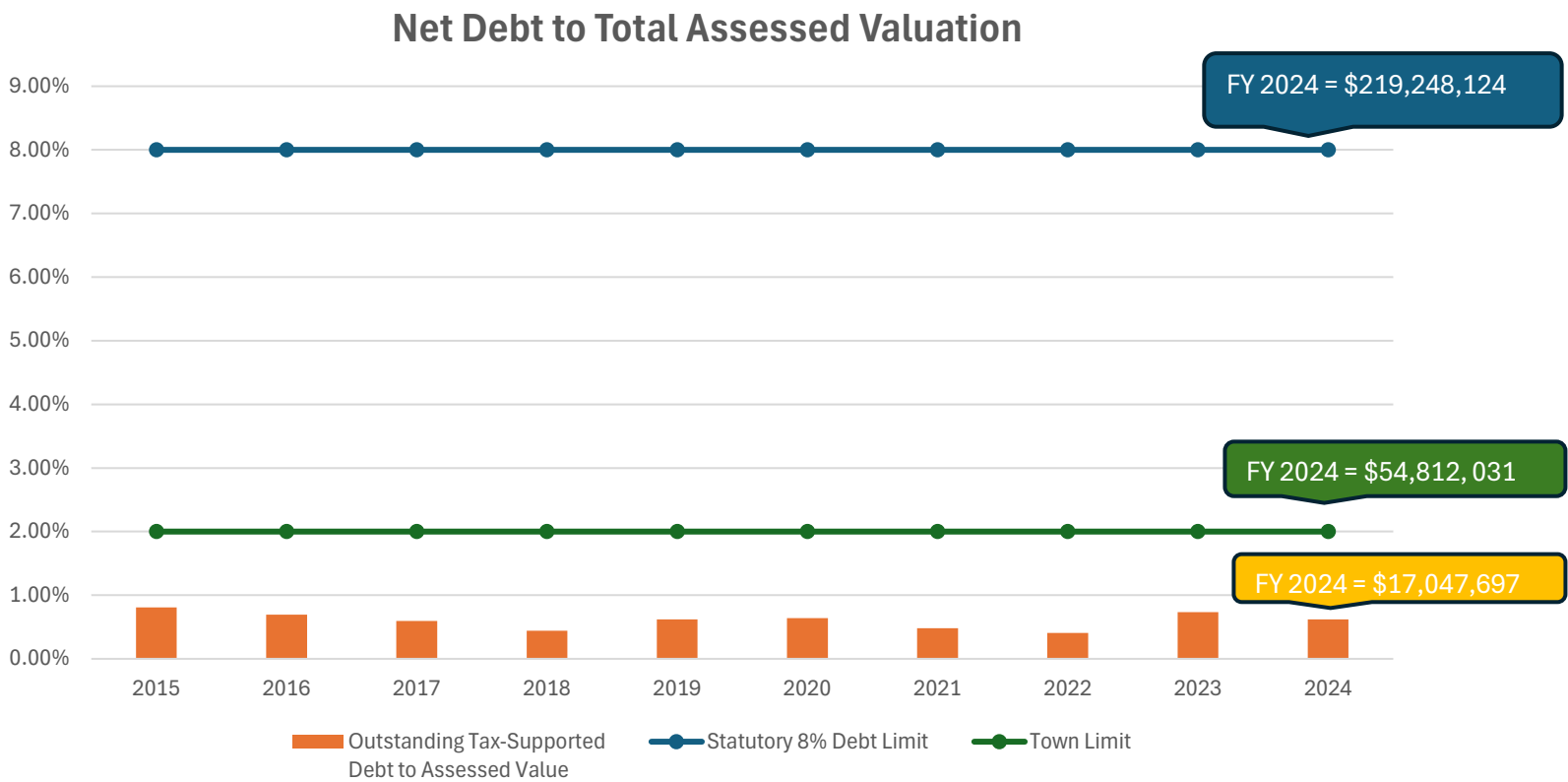
General Fund

General Obligation Bonds	\$ 1,000,000.00
Installment Purchase	16,047,697
Leases	304,819
Total Tax-Supported Debt	<u>\$ 17,352,516</u>



*Legal Debt Margin as of June 30, 2024 is \$202,200,427. The town does not currently have any approved but unissued debt authorizations.

**During FY 2025 the Town issued \$14.7M for Law Enforcement Center and to refinance the 2012 Public Safety Building debt.



Town of Knightdale, NC

Debt Service Summary

The Town strategically manages its long-term financing needs using various debt financing options available such as General Obligation Bonds, Limited Obligation Bonds and Installment Purchase Agreements. Debt service expenditures include principal and interest payments.

Ratings

Bond ratings are measures of the town's credit worthiness. The rating agencies analyze the economic condition, debt management, administrative leadership and fiscal planning and management to determine the quality of the town's credit. The town has an "Aa1" rating from Moody's Investor Service and "AA" from Standard & Poor's (S&P).

Future Debt Issuance

During FY 2025 the Town issued \$14.7M in Limited Obligation Bonds to finance the Law Enforcement Center project, as well as to refinance the 2012 outstanding loan for a Public Safety building.

During the upcoming fiscal year the Town intends to issue an installment purchase agreement for vehicle additions and replacements. (1) Public Works and 9 (Police). In addition, it is planned to issue a separate agreement for the purchase of a ladder truck and an engine truck for the Fire Department.

The recommend debt service expenditure budget for FY 2026 is \$3.8M. These expenditures are service with the ad valorem taxes dollars.

Debt	Rate	Date Incurred	FY 2026	FY 2027-2031	FY 2032-2036	FY 2037-2041	FY 2042-2046	Totals
General Fund								
Public Safety Building	2.30%	11/26/2012	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GO Parks and Rec Bonds	1.97%	7/1/2013	215,760	623,640	-	-	-	839,400
Compactor Truck (& Dump Truck)	2.20%	10/4/2019	-	-	-	-	-	-
Wake Stone Athletic Park	2.29%	2/11/2020	226,045	904,180	-	-	-	1,130,225
Ladder Truck	1.53%	1/29/2021	117,295	586,477	-	-	-	703,772
2021 Refinancing	1.13%	10/14/2021	788,576	1,908,126	-	-	-	2,696,703
Hodge Rd Fire Station	2.83%	10/13/2022	596,424	2,795,580	2,484,673	905,830	-	6,782,507
Forestville Rd. Fire Station	3.23%	5/11/2023	207,112	964,821	843,120	304,051	-	2,319,103
Fire Pumper Trucks	3.28%	5/11/2023	213,182	979,858	352,531	-	-	1,545,572
Lighting (vender financed)	8.46%	2/1/2024	66,156	110,221	-	-	-	176,377
Law Enforcment Center	3.75%	2/27/2025	1,463,992	6,295,250	5,112,500	4,251,500	2,904,000	20,027,242
Total Debt Service			3,894,542	15,168,154	8,792,824	5,461,381	2,904,000	36,220,900



KNIGHTDALE

TOWN POSITIONS

POSITION CLASSIFICATION PLAN
Budget Ordinance 25-06-18-001 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	10070	3	42	165,263	246,054	A
Town Clerk	10080	1	24	68,670	102,240	A
Administrative Assistant	20610	1	19	53,805	80,108	
		6				
COMMUNITY RELATIONS						
Community Relations Director	-	1	38	135,962	202,429	A
Communications & Marketing Manager	-	1	27	79,494	118,356	A
Business Support Specialist	20070	1	20	56,495	84,113	
Administrative Assistant	20610	1	17	48,803	72,660	
		4				
DEVELOPMENT SERVICES						
Development Services Director	10160	1	38	135,962	202,429	E
Assistant Development Services Director	-	1	32	101,457	151,056	A
Senior Planner	20475	3	26	75,709	112,720	
Planner	20470	3	22	62,286	92,735	
Planning Technician	20465	2	21	59,320	88,319	
		10				
FINANCE						
Finance Director	10120	1	38	135,962	202,429	E
Assistant Finance Director	-	1	32	101,457	151,056	A
Business Analyst	20060	1	26	75,709	112,720	A
Accountant	20010	1	24	68,670	102,240	
Accounting Technician	20040	2	18	51,243	76,293	
		6				

Effective 07/01/2025

POSITION CLASSIFICATION PLAN
Budget Ordinance 25-06-18-001 Attachment B

Position/Class Title	NCLM Class Code	Number of Positions	Salary Grade	Salary Minimum	Salary Maximum	Exempt Status
FIRE						
Fire Chief	10130	1	39	142,760	212,550	E
Assistant Fire Chief – Administration	30030	1	33	106,530	158,608	E
Assistant Fire Chief – Fire & Life Safety	30130	1	33	106,530	158,608	E
Battalion Chief	30085	3	31	96,626	143,862	E
Fire Captain	30080	16	26	75,709	112,720	
Fire Lieutenant	30120	15	24	68,670	102,240	
Firefighter	30100	27	22	62,286	92,735	
Administrative Assistant - Fire	20600	1	17	48,803	72,660	
		<u>65</u>				
HUMAN RESOURCES						
Human Resources Director	10150	1	38	135,962	202,429	E
Assistant Human Resources Director	-	1	32	101,457	151,056	A
Human Resources Technician	20080	4	21	59,320	88,319	
		<u>6</u>				
PARKS, RECREATION & CULTURAL PROGRAMS						
Parks & Recreation Director	10220	1	38	135,962	202,429	E
Assistant Parks & Recreation Director	-	1	32	101,457	151,056	E
Athletic Superintendent	-	1	27	79,494	118,356	E
Recreation Supervisor	20520	1	25	72,104	107,352	
Athletic Supervisor	20510	2	25	72,104	107,352	
Recreation Activities Coordinator	20500	1	21	59,320	88,319	
		<u>7</u>				
POLICE						
Police Chief	10170	1	39	142,760	212,550	E
Deputy Police Chief	30250	1	35	117,449	174,866	E
Police Captain	30160	3	33	106,530	158,608	E
Police Lieutenant	30275	4	31	96,626	143,862	

Effective 07/01/2025

POSITION CLASSIFICATION PLAN
Budget Ordinance 25-06-18-001 Attachment B

Position/Class Title	NCLM Class Code	Number of Positions	Salary Grade	Salary Minimum	Salary Maximum	Exempt Status
POLICE CONTINUED						
Police Sergeant	30270	8	29	87,642	130,487	
Police Corporal	-	4	27	79,494	118,356	
Detective	30210	5	25	72,104	107,352	
Police Officer	30260	28	23	65,400	97,372	
Accreditation Manager	-	1	22	62,286	92,735	A
Evidence Custodian	-	1	20	56,495	84,113	
Records Clerk	30220	1	17	48,803	72,660	
Administrative Assistant - Police	20610	1	17	48,803	72,660	
		58				
PUBLIC WORKS						
Public Works Director	10210	1	38	135,962	202,429	E
Assistant Public Works Director	-	1	32	101,457	151,056	E
Stormwater Program Manager	20744	1	28	83,469	124,274	
Grounds Maintenance Supervisor	20450	1	27	79,494	118,356	E
Operations Supervisor	20670	1	27	79,494	118,356	E
Stormwater Technician	20747	1	25	72,104	107,352	
Infrastructure Inspector	-	1	23	65,400	97,372	
Team Leader	-	1	21	59,320	88,319	
Customer Service Clerk – Public Works	20305	1	17	48,803	72,660	
Maintenance Worker	20430	13	15	44,265	65,905	
		22				
TOTAL NUMBER OF POSITIONS		184				

NOTES:

- Starting salary up to Step 20 with the Town Manager's approval. Starting salaries over Step 20 require Town Council approval.
- 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.
- Positions may be hired at a probationary rate set 5% below the base step at the recommendation of the Human Resources Director and discretion of Town Manager.

Effective 07/01/2025

POSITION CLASSIFICATION PLAN

Budget Ordinance 25-06-18-001 Attachment B

- Police Officer position Career Ladder Minimum Steps:
 - Senior Officer Step 5
 - Master Officer Step 10
- Revisions for FY26 include:
 - Addition of 20 new positions
 - Administrative Assistant (1)
 - Planning Technician (1)
 - Planner (1)
 - Fire Captain (3)
 - Fire Lieutenant (3)
 - Firefighter (3)
 - Human Resources Technician (1)
 - Athletic Superintendent (1)
 - Police Captain (1)
 - Police Officer (3)
 - Maintenance Worker (2)

Effective 07/01/2025

LIMITED SERVICE POSITION CLASSIFICATION PLAN
Budget Ordinance 25-06-18-001 Attachment C

Department/Title	Grade	Hourly Rate
ADMINISTRATION		
Intern	29	\$17.79
Research Analyst	40	\$21.22
DEVELOPMENT SERVICES		
Intern	29	\$17.79
FINANCE		
Intern	29	\$17.79
FIRE		
Firefighter Trainee	16	\$13.41
Firefighter I	36	\$19.96
Firefighter II	38	\$20.59
Firefighter III	39	\$20.92
Fire Inspector	75	\$32.24
Data Administrator	77	\$32.87
Logistics Manager	77	\$32.87
Assistant Fire Marshal	82	\$34.45
Deputy Fire Marshal	89	\$36.67
Training Chief	89	\$36.67

Department/Title	Grade	Hourly Rate
PARKS, RECREATION & CULTURAL PROGRAMS		
Recreation Assistant	16	\$13.41
Recreation Assistant Supervisor	23	\$15.91
Park Attendant	23	\$15.91
Parks Maintenance Worker	29	\$17.79
POLICE		
Intern	29	\$17.79
PUBLIC WORKS		
Intern - Grounds	29	\$17.79
Intern - Stormwater	29	\$17.79

NOTES:

- All positions listed are classified as non-exempt based on the Fair Labor Standards Act.
- Revisions for FY26 include:
 - 3% COLA
 - Community Relations Administrative Assistant removed (converted to full time position).
 - Addition of Logistics Manager (Fire Dept)

Effective 07/01/2025



KNIGHTDALE

CAPITAL IMPROVEMENT SECTION

Capital Improvement Plan

FUNDING SUMMARY

	PRIOR TO JULY 2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	TOTALS
<u>USES:</u>							
GENERAL GOVERNMENT:							
Community Relations	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
Developmental Services	-	220,000	495,000	70,000	6,070,000	20,000	6,875,000
Fire	-	3,482,500	912,500	112,500	-	650,000	5,157,500
Public Works:							
Grounds	-	14,000	-	-	-	-	14,000
Street Paving and Improvements	1,343,175	1,697,600	4,987,340	-	-	-	8,028,115
PW - Other	-	272,000	175,000	-	-	-	447,000
Parks and Recreation	-	828,000	-	-	30,000,000	-	30,828,000
Police	1,500,000	11,738,000	3,074,000	693,530	287,000	827,000	18,119,530
Total General Government	2,843,175	18,307,100	9,643,840	876,030	36,357,000	1,497,000	69,524,145
STORMWATER WATER:	-	1,730,000	-	-	-	-	1,730,000
TOTAL USES	2,843,175	20,037,100	9,643,840	876,030	36,357,000	1,497,000	71,254,145
<u>SOURCES:</u>							
Capital Reserve	-	583,580	1,117,948	-	-	-	1,701,528
Future General Obligation Bonds	-	-	-	-	30,000,000	-	30,000,000
Future Installment Purchase Agreement	-	4,085,000	574,000	693,530	287,000	827,000	6,466,530
Future Limited Obligation Bonds	-	200,000	300,000	-	6,000,000	-	6,500,000
Grants and Other Financial Assistance	-	1,075,020	4,319,392	-	-	325,000	5,719,412
Limited Obligation Bonds - Issued	-	11,000,000	2,500,000	-	-	-	13,500,000
Other Available Sources (Taxes/TBD)	2,843,175	1,363,500	832,500	182,500	70,000	345,000	5,636,675
Stormwater Water Fees	-	1,730,000	-	-	-	-	1,730,000
	\$ 2,843,175	\$ 20,037,100	\$ 9,643,840	\$ 876,030	\$ 36,357,000	\$ 1,497,000	\$ 71,254,145

Town of Knightdale, NC
Five-Year Capital Improvement Plan
FY 2026-2030

Department	Project	Prior to						Totals
		July 2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	
Community Relations	Vehicle Addition	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
	Total Community Relations	-	55,000	-	-	-	-	55,000
Development Services	Knightdale Blvd Lighting	-	-	50,000	50,000	50,000	-	150,000
Development Services	Old Knightdale Rd Lighting	-	-	-	-	-	-	-
Development Services	Pedestrian Lighting Pilot	-	-	-	-	-	-	-
Development Services	Public Art	-	20,000	20,000	20,000	20,000	20,000	100,000
Development Services	Sustainability Plan	-	-	-	-	-	-	-
Development Services	Downtown Economic Investment Plan	-	-	125,000	-	-	-	125,000
Development Services	Widewaters Extension Railroad Bridge	-	200,000	300,000	-	6,000,000	-	6,500,000
	Total Development Services	-	220,000	495,000	70,000	6,070,000	20,000	6,875,000
Fire Department	Refurbishment of Mack Fire Truck	-	-	35,000	35,000	-	-	70,000
Fire Department	Vehicle Addition	-	77,500	-	-	-	-	77,500
Fire Department	Vehicle Replacement	-	77,500	-	-	-	-	77,500
Fire Department	Vehicle Replacement	-	77,500	-	-	-	-	77,500
Fire Department	Property Purchase - Station 5	-	-	800,000	-	-	-	800,000
Fire Department	Vehicle Replacement	-	-	77,500	-	-	-	77,500
Fire Department	Vehicle Replacement	-	-	-	77,500	-	-	77,500
Fire Department	Self-Contained Breathing Apparatus replacements	-	-	-	-	-	650,000	650,000
Fire Department	Ladder Truck	-	2,150,000	-	-	-	-	2,150,000
Fire Department	Engine Truck	-	1,100,000	-	-	-	-	1,100,000
	Total Fire Department	-	3,482,500	912,500	112,500	-	650,000	5,157,500
Public Works/Grounds	Zero Turn Mower Replacement	-	14,000	-	-	-	-	14,000
Public Works/Streets	Street Paving and Sidewalk Projects	-	400,000	-	-	-	-	400,000
Public Works/Streets	Spreaders	-	24,000	-	-	-	-	24,000
Public Works/Streets	Snow Plow	-	15,000	-	-	-	-	15,000
Public Works/Streets	Knightdale Blvd & Old Knight RD Pedestrian Improvements	893,175	1,106,200	-	-	-	-	1,999,375
Public Works/Streets	Smithfield and First Avenue Sidewalks	450,000	152,400	4,987,340	-	-	-	5,589,740
Public Works/Other	KSP Sign Replacement/Clock Tower	-	175,000	175,000	-	-	-	350,000
Public Works/Other	Vehicle Replacement	-	97,000	-	-	-	-	97,000
	Total Public Works	1,343,175	1,983,600	5,162,340	-	-	-	8,489,115
Parks and Recreation	Community Pool Restrooms	-	580,000	-	-	-	-	580,000
Parks and Recreation	Vehicle Addition	-	48,000	-	-	-	-	48,000
Parks and Recreation	Knightdale Elementary School Field 1 & 2 Lights	-	155,000	-	-	-	-	155,000
Parks and Recreation	Office Space @ KSP Field 2	-	45,000	-	-	-	-	45,000
Parks and Recreation	Community Center Building	-	-	-	-	30,000,000	-	30,000,000
	Total Parks and Recreation	-	828,000	-	-	30,000,000	-	30,828,000
Police Department	Vehicle Replacements	-	410,000	246,000	328,000	41,000	581,000	1,606,000
Police Department	Vehicle Additions	-	328,000	328,000	328,000	246,000	246,000	1,476,000
Police Department	EV Motorcycle Patrol	-	-	-	37,530	-	-	37,530
Police Department	Law Enforcement Center Building	1,500,000	11,000,000	2,500,000	-	-	-	15,000,000
	Total Police Department	1,500,000	11,738,000	3,074,000	693,530	287,000	827,000	18,119,530
TOTAL GENERAL GOVERNMENT		2,843,175	18,307,100	9,643,840	876,030	36,357,000	1,497,000	69,524,145
Stormwater	Poplar Street Stormwater Improvements	-	550,000	-	-	-	-	550,000
Stormwater	Breckenridge Regional Stormwater Improvements	-	950,000	-	-	-	-	950,000
Stormwater	KSP SCM Rehabilitation	-	230,000	-	-	-	-	230,000
	Total Stormwater	-	1,730,000	-	-	-	-	1,730,000
GRAND TOTAL		\$ 2,843,175	\$ 20,037,100	\$ 9,643,840	\$ 876,030	\$ 36,357,000	\$ 1,497,000	\$ 71,254,145

**Capital Improvement Plan
FUNDING LEVEL SUMMARY
FISCAL YEAR 2025-2026**

DEPARTMENT/ DIVISION	PROJECT DESCRIPTION	PRIORITY	1ST YEAR CAPITAL COST	EXTERNAL FUNDING
Street Paving and Improvements	Spreaders	H-2	\$ 24,000	\$ -
Street Paving and Improvements	Snow Plow	H-2	15,000	-
Parks Recreation	Community Pool Restroom Renovations and Pool Resurfacing	H-1	580,000	-
Stormwater	Poplar Street Stormwater Improvements	H-2	550,000	-
Stormwater	KSP SCM Rehabilitation	H-2	230,000	-
TOTAL LEVEL A			1,399,000	-
Community Relations	Vehicle Addition	H-4	55,000	-
Developmental Services	Public Art	M-3	20,000	-
Grounds	Zero Turn Mower - Replacement	M-2	14,000	-
Street Paving and Improvements	Street Paving and Sidewalk Projects	M-2	400,000	400,000
Public Works	KSP Sign Replacement/Clock Tower	H-3	175,000	-
Public Works	Vehicle Replacement	M-2	97,000	97,000
Police	Vehicle Replacement	M-2	410,000	410,000
Fire	Vehicle Replacement	M-2	77,500	-
Fire	Vehicle Replacement	M-2	77,500	-
Parks Recreation	Vehicle Addition	M-2	48,000	-
Parks Recreation	Knightdale Elementary School Field 1 & 2 Lights	M-2	155,000	-
Parks Recreation	Office Space @ KSP Field 2	M-3	45,000	-
Stormwater	Breckenridge Regional Stormwater Improvements	H-3	950,000	-
Street Paving and Improvements	Knightdale Blvd. & Old Knight Road Pedestrian Improvements	M-3	1,106,200	553,100
Street Paving and Improvements	Smithfield and First Avenue Sidewalks	M-3	152,400	121,920
Street Paving and Improvements	Widewaters Extension Railroad Bridge	M-3	200,000	200,000
Police	Law Enforcement Center Building	M-3	11,000,000	11,000,000
TOTAL LEVEL B			14,982,600	12,782,020
Police	Vehicle Addition	M-4	328,000	328,000
Fire	Vehicle Addition	M-4	77,500	-
Fire	Ladder Truck	M-4	2,150,000	2,150,000
Fire	Engine Truck	M-4	1,100,000	1,100,000
TOTAL LEVEL C			3,655,500	3,578,000
			\$ 20,037,100	\$ 16,360,020



KNIGHTDALE

ACTIVE CAPITAL PROJECT FUNDS

*Informational purposes only – no action being taken as part of annual budget process



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #23-03-15-002 AMENDING MINGO CREEK GREENWAY CAPITAL PROJECT ORDINANCE FOR THE TOWN OF KNIGHTDALE

BE IT ORDAINED by the Governing Board of the Town of Knightdale, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the Mingo Creek Greenway Capital Project Ordinance is amended as follows:

Section 1: The Capital Project Fund will increase by \$2,449,762 for Construction, Contingency and Professional Services.

Section 2: This project was created under Ordinance #17-11-15-002.

Section 3: The following amounts are appropriated for the project:

Budgeted Expenditures	Current Budget	Change	Amended
Right of Way	\$746,000	(77,384)	\$668,616
Professional Services	-	569,529	569,529
Construction	1,826,000	1,613,652	3,439,653
Contingency	-	343,965	343,965
Total	\$2,572,000	\$2,449,762	\$5,021,762

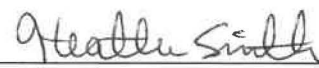
Section 4: The following revenues are anticipated to be available to complete this project:

Budgeted Revenues	Current Budget	Change	Amended
Proceeds from CAMPO funding	\$2,058,000	\$1,224,881	\$3,282,881
Transfer Capital Reserve Fund	514,000	1,224,881	1,738,881
Total	\$2,572,000	\$2,449,762	\$5,021,762

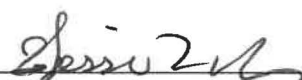
Section 5: Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Director for direction in carrying out this project.

This the 15th day of March, 2023.

ATTEST:


Heather Smith, Town Clerk




Jessica Day, Mayor



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #24-08-21-001 AMENDING PEDESTRIAN IMPROVEMENTS CAPITAL PROJECT ORDINANCE FOR THE TOWN OF KNIGHTDALE

BE IT ORDAINED by the Governing Board of the Town of Knightdale, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the Pedestrian Improvements Capital Project Ordinance is amended as follows:

Section 1: The Capital Project Fund will increase by \$93,800 for reimbursement to NC Department of Transportation in the construction of 2 Powder-Coated Dual Mast Arms Traffic signals at the intersections of First Avenue and Smithfield Road.

Section 2: This project was created under Ordinance #24-07-17-001

Section 3: The following amounts are appropriated for the project:

Budgeted Expenditures	Current Budget	Change	Amended
Design/Engineering	\$450,000	\$-	\$450,000
Construction/Contingency	793,176	93,800	886,976
Right of Way Acquisition	100,000	-	100,000
Total	\$1,343,176	\$93,800	\$1,436,976


Section 4: The following revenues are anticipated to be available to complete this project:

Budgeted Revenues	Current Budget	Change	Amended
CAMPO Grant	\$396,588	\$-	\$396,588
Developer Reimbursement	-	93,800	93,800
Transfer from General Fund	946,588	-	946,588
Total	\$1,343,176	\$93,800	\$1,436,976

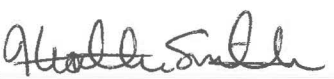
Section 5: Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Director for direction in carrying out this project.

This the 21st day of August, 2024.

BY:


Jessica Day, Mayor

ATTEST:



Heather Smith, Town Clerk



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #25-02-24-001 LAW ENFORCEMENT CENTER CAPITAL PROJECT ORDINANCE AMENDMENT FOR THE TOWN OF KNIGHTDALE

BE IT ORDAINED by the Governing Board of the Town of Knightdale, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the Law Enforcement Center Capital Project Ordinance is amended as follows:

Section 1: The Capital Project Fund will increase by \$14,155,900 for Construction Costs.

Section 2: This project was created under Ordinance #23-02-15-001 and amended under Ordinance #24-06-18-004 and Ordinance #24-11-20-002

Section 3: The following amounts are appropriated for the project:

Budgeted Expenditures	Current Budget	Change	Amended
Construction	\$-	\$11,755,900	\$11,755,900
Furnishings and Equipment	-	1,300,000	1,300,000
Contingency	-	1,100,00	1,100,000
Bond Issuance Cost	369,975	-	369,975
Design/Engineering	1,044,300	-	1,044,300
Total	\$1,414,275	\$14,155,900	\$15,570,175


Section 4: The following revenues are anticipated to be available to complete this project:

Budgeted Revenues	Current Budget	Change	Amended
Bond Proceeds	\$369,975	\$13,800,173	\$14,170,148
Interest Earned	-	355,727	355,727
Transfer Capital Reserve Fund	1,044,300	-	1,044,300
Total	\$1,414,275	\$14,155,900	\$15,570,175

Section 5: Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Director for direction in carrying out this project.

This the 24th day of February, 2025.

BY: 
Jessica Day, Mayor

ATTEST: 
Heather Smith, Town Clerk



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #25-03-19-001 AMENDING FORESTVILLE ROAD FIRE STATION CAPITAL PROJECT ORDINANCE FOR THE TOWN OF KNIGHTDALE

BE IT ORDAINED by the Governing Board of the Town of Knightdale, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the Forestville Road Capital Project Ordinance is amended as follows:

Section 1: The Forestville Road Fire Station Capital Project Fund will increase by \$232,850 to close out the project and transfer the remaining funds to the General Fund.

Section 2: The following amounts are appropriated for the project:

Budgeted Expenditures	Current Budget	Change	Amended
Financing Costs	\$50,000	\$4,630	\$54,630
Capital Outlay Design	251,000	4,454	255,454
Capital Outlay Construction	6,899,000	(325,559)	6,573,441
Transfer to General Fund	-	549,325	549,325
Total	\$7,200,000	\$232,850	\$7,432,850

Section 3: The following revenues are anticipated to be available to complete this project:

Budgeted Revenues	Current Budget	Change	Amended
Proceeds from Long Term Debt	\$2,200,000	\$-	\$2,200,000
Interest Earned	-	232,850	232,850
Transfer from General Fund	5,000,000	-	5,000,000
Total	\$7,200,000	\$232,850	\$7,432,850

Section 4: Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Director for direction in carrying out this project.

This the 19th day of March, 2025.

BY: 
Jessica Day, Mayor

ATTEST: 
Heather Smith, Town Clerk



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #25-03-19-002 AMENDING FIRE CAPITAL PROJECT ORDINANCE FOR THE TOWN OF KNIGHTDALE

BE IT ORDAINED by the Governing Board of the Town of Knightdale, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the Fire Capital Project Ordinance is amended as follows:

Section 1: The Fire Capital Project Fund will increase by \$229,418 to close out the Hodge Road Fire Station and the new Engine Trucks the remaining amount from these two projects will be transferred to the General Fund.

Section 2: The following amounts are appropriated for the project:

Budgeted Expenditures	Current Budget	Change	Amended
Professional Fees	\$175,000	\$(75,783)	\$99,217
Capital Outlay-Vehicles	5,086,464	189,651	5,276,115
Capital Outlay-Land	2,891	5,648	8,539
Capital Outlay-Equipment	22,928	-	22,928
Capital Outlay-Design/Construction	5,400,000	(104,461)	5,295,539
Equipment under 10,000	296,652	(1,982)	294,670
Transfer to General Fund	100,000	586,345	686,345
Transfer to Capital Reserve Fund	420,000		420,000
Contingency	520,000	(370,000)	150,000
Total	\$12,023,935	\$229,418	\$12,253,353

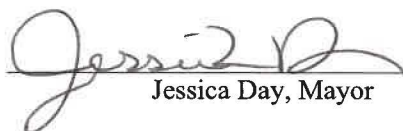
Section 3: The following revenues are anticipated to be available to complete this project:

Budgeted Revenues	Original	Change	Amended
Issuance of Debt	\$11,723,470	34,000	\$11,757,470
Transfer from Capital Reserve Fund	300,465	-	300,465
Interest Earned	-	195,418	195,418
Total	\$12,023,935	\$229,418	\$12,253,353

Section 4: Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Director for direction in carrying out this project.

This the 19th day of March, 2025.

BY:


Jessica Day, Mayor

ATTEST:


Heather Smith, Town Clerk



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #23-03-15-008 AMENDING AMERICAN RESCUE PLAN ACT GRANT PROJECT ORDINANCE FOR THE TOWN OF KNIGHTDALE

BE IT ORDAINED by the Governing Board of the Town of Knightdale, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the American Rescue Plan Act Grant Project Ordinance is amended as follows:

Section 1: The Special Revenue Fund will increase by \$4,756,062 to supplant prior salary and benefit expenses in the General Fund.

Section 2: This project was created under Ordinance #21-08-18-002.

Section 3: The following amounts are appropriated for the project and authorized for expenditure:

Budgeted Expenditures	Current Budget	Change	Amended
Incentives/Premium Pay	240,000	(17,496)	222,504
COVID 19-PPE Supplies	50,000	(28,321)	21,679
Public Works Capital Outlay	682,000	(198,121)	483,879
Transfer to General Fund	-	5,000,000	5,000,000
Total	\$972,000	\$4,756,062	\$5,728,062

Section 4: The following revenues are anticipated to be available to complete this project:

Budgeted Revenues	Original	Change	Amended
Interest Earned	-	\$41,543	\$41,543
ARPA Revenues	5,686,519	-	5,686,519,
Appropriated Fund Balance	(4,714,519)	4,714,519	-
Total	\$972,000	\$4,756,062	\$5,728,062

Section 5: The Transfer to General Fund in Section 3 is for the following:


Internal Project Code	Project Description	Expenditure Category	Cost Object	Cost
001	Administrative Services for Period of Sept. 1, 2022 through March 1, 2023	6.1	Salaries Benefits	\$316,800 \$57,500
002	Human Resources Services for Period of Sept. 1, 2022 through March 1, 2023	6.1	Salaries Benefits	\$126,300 \$18,900
003	Finance Services for Period of Sept. 1, 2022 through March 1, 2023	6.1	Salaries Benefits	\$216,500 \$36,700
004	Developmental Services for Period of Sept. 1, 2022 through March 1, 2023	6.1	Salaries Benefits	\$248,300 \$42,900
005	Public Works Services for Period of Sept. 1, 2022 through March 1, 2023	6.1	Salaries Benefits	\$307,900 \$70,100
006	Police Services for Period of Sept. 1, 2022 through March 1, 2023	6.1	Salaries Benefits	\$1,205,000 \$230,300
007	Fire Services for Period of Sept. 1, 2022 through March 1, 2023	6.1	Salaries Benefits	\$1,578,900 \$289,900
008	Parks & Recreation Services for Period of Sept 1, 2022 through March 1, 2023	6.1	Salaries Benefits	\$214,000 \$40,000
	Total			\$5,000,000

Section 6: Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Director for direction in carrying out this project.

This the 15th day of March, 2023.




Jessica Day, Mayor

ATTEST: 
Heather Smith, Town Clerk



Town of Knightdale Fiscal Policies

SUBJECT: Budget, Fund Balance, Capital Reserve, Capital Improvement, Debt

EFFECTIVE DATE: October 18, 2017; Revised March 15, 2023

APPROVED BY: Town Council

DISTRIBUTION: Mayor and Council Members, Town Manager, Town Clerk, Town Attorney, and Department Directors.

Budgetary Policy

- In accordance with The Local Government and Fiscal Control Act, the Town will adopt a balanced budget each year per G.S. 159-8. A balanced budget is when the projected sum of net revenues and appropriated fund balance equal the estimated expenditure appropriations for the upcoming fiscal year.
- The tax rate will be set annually based on the cost of providing general government services and repayment of debt service obligations.
- The Town will set an annual Fee Schedule that maximizes user charges in lieu of ad valorem taxes where the costs are directly related to the levels of service provided.
- Expenditure budgets are reviewed by the Town Staff, the Town Manager, and Town Council prior to adoption and are continually monitored throughout the budget year. Funds appropriated in the annual budget will only be spent for the purposes for which they are intended.
- For continuing contracts, funds will be appropriated in the annual budget ordinance to meet current year obligations arising under the contract, in accordance with North Carolina General Statutes.

Fund Balance Policy

- Unassigned fund balance refers to funds that remain available for appropriation after all statutory, previous designations, and expenditure commitments have been calculated.
- At the close of each fiscal year, the Town will strive to maintain a level of unassigned fund balance of 25% of expenditures. Expenditures are defined as General Fund expenditures plus transfers to other funds less any debt proceeds. Any excess funds may be utilized for other municipal purposes, such as but not limited to operational needs, debt reduction, and emergency situations.

Capital Reserve Fund Policy

- Following the delivery of the audited financial statements of the Town, the Finance Officer will calculate the unassigned fund balance of the General Fund.
- Any unassigned fund balance in excess of 40% of expenditures will be transferred to the General Capital Reserve Fund for future capital needs. Expenditures are defined as General Fund expenditures plus transfers to other funds less any debt proceeds.
- Transfers to the General Capital Reserve Fund will be made on or before February 1 each year. The Town will strive to maintain a General Capital Reserve Fund of no less than \$500,000.
- The Town will 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.

General Fund Contribution to Capital Improvements Plan

- The amount calculated by the Finance Officer equal to two (2) cents of the tax rate shall be transferred to the General Capital Reserve Fund for future capital needs. This amount is determined as:
 - 1) The estimated tax base for the coming year;
 - 2) Less an allowance for uncollected taxes;
 - 3) Divided by 100;
 - 4) Multiplied by \$0.02.
- This amount will be identified as the General Fund Contribution to Capital Improvements Plan.

General Capital Reserve Fund for Parks and Greenways Maintenance

- Additionally, the amount calculated by the Finance Officer equal to one-half (0.5) cents of the tax rate shall be transferred to the General Capital Reserve Fund for future maintenance of parks and greenways. This amount is determined as:
 - 5) The estimated tax base for the coming year;
 - 6) Less an allowance for uncollected taxes;
 - 7) Divided by 100;
 - 8) Multiplied by \$0.005.
- This amount will be identified as the General Fund Contribution to Capital Maintenance Funding.

Capital Improvement Policy

- The Town will update an annual five (5) year Capital Improvements Program which details each capital project, the estimated cost, description, funding source(s), and effect on the Town's operating budget.
- The Capital Improvements Program will generally address those capital assets with a value exceeding \$10,000 and a useful life over five (5) years.
- The Finance Department shall prepare a funding schedule for review by the Town Manager, and the Town Council for inclusion in the annual budget.
- Restricted revenue sources will be utilized whenever possible before unrestricted sources.

Debt Policy

- The Town will utilize a balanced approach to capital funding using debt financing, fund balance, capital reserves, and pay-as-you-go appropriations.
- No appropriation of the proceeds of a debt instrument will be made except for the purpose for which such debt instrument was intended. Debt financing will not be used to finance current operating expenditures.
- Capital projects financed through the issuance of bonds will be financed for a period not to exceed the expected useful life of the project.
- The Town will strive to maintain a debt ratio of no greater than 15% of the anticipated expenditures for the current fiscal year's budget.

- The Town will strive to maintain debt funding flexibility to maximize capacity for both identified and unanticipated capital needs and opportunities.