



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #18-06-20-001

TOWN OF KNIGHTDALE, NORTH CAROLINA ANNUAL OPERATING BUDGET ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2019

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, 2018 and ending June 30, 2019.

	FY 18/19
Summary	
General Fund	\$ 15,753,394
Capital Projects Funds	
General Capital Reserve Fund	798,715
Enterprise Funds	
Storm Water Fund	508,096
Water and Sewer Utility Fund	<u>165,237</u>
Total Annual Operating Budget Ordinance	<u>\$ 17,225,442</u>

Section 1: General Fund - Fund 10

Anticipated Revenues by Category:

Ad-valorem taxes	\$ 7,548,882
Local Option Sales Tax	3,080,000
Other taxes and licenses	110,500
Unrestricted intergovernmental revenues	929,000
Restricted intergovernmental revenues	651,013
Permits and fees	343,000
Sales and services	

Sanitation revenues	864,530
Parks and Recreation revenues	604,729
Investment earnings	88,000
Miscellaneous	135,950
Other Financing Sources:	
Debt Proceeds	-
Interfund transfers in	240,000
Fund Balance Appropriated	
Undesignated Fund Balance	<u>1,157,790</u>
Total revenues and other financing sources	<u>\$ 15,753,394</u>

Authorized Expenditures By Department:

Administration	962,982
Town Manager's Office	
Legislative	
Human Resources	330,434
Communications	
Finance	627,100
Public Safety	
Police	3,956,462
Fire	1,417,934
Public Works	
Buildings Maintenance	933,625
Grounds Maintenance	807,869
Streets - Powell Bill	564,022
Sanitation	881,956
Information Technology	331,623
Engineering	67,360
Development Services	774,149
Parks, Recreation and Cultural Programs	2,201,735
Donations to Other Agencies	29,750
Debt Service	1,427,678
Other Financing Uses:	
Interfund transfers out	<u>438,715</u>
Total expenditures and other financing uses	<u>\$ 15,753,394</u>

Section 2: Storm Water Fund - Fund 60

Anticipated Revenues by Category:

Sales and Services	\$ 504,596
Investment earnings	3,500
Fund Balance Appropriated	

Total revenues and other financing sources \$ 508,096

Authorized Expenditures By Department:

Storm Water \$ 508,096

Total expenditures and other financing uses \$ 508,096

Section 3: Water and Sewer Utility Fund - Fund 61

Anticipated Revenues by Category:

City of Raleigh Debt Service Contribution \$ 165,237

Operating Revenues

Permits and Fees -

Non-Operating Revenues: -

Total revenues and other financing sources \$ 165,237

Authorized Expenditures By Department:

Debt Service \$ 165,237

Transfer to City of Raleigh

Total expenditures and other financing uses \$ 165,237

Section 4: General Capital Reserve Fund - Fund 70

Anticipated Revenues by Category:

Other taxes and licenses \$ 130,000

Permits and fees 200,000

Sales and services -

Investment earnings 30,000

Other Financing Sources:

Interfund transfers in 438,715

Fund Balance Appropriated -

Total revenues and other financing sources \$ 798,715

Authorized Expenditures By Department:

Other Financing Uses:

Interfund transfers out \$ 798,715

Total expenditures and other financing uses \$ 798,715

Section 5: Grand Totals - All Funds

Revenues	\$ 15,388,937
Other Financing Sources:	
Operating transfers in	678,715
Debt Proceeds	-
Fund balance appropriated	<u>1,157,790</u>
 Total revenues and other financing sources	 <u>\$ 17,225,442</u>
 Expenditures	 \$ 15,988,012
Other Financing Uses:	
Operating transfers out	<u>1,237,430</u>
 Total expenditures and other financing uses	 <u>\$ 17,225,442</u>

Section 6: Levy of Taxes

There is hereby levied, for Fiscal Year 2019, the following Ad Valorem Tax Rate per one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2018, 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	\$1,682,409,889
 General Fund	 \$ <u>0.43</u>
Total Rate per \$100 of valuation of taxable property	<u>\$ 0.43</u>

Section 7: Fees and Charges

There is hereby established, for Fiscal Year 2019, various fees and charges as contained in Attachment A located in the appendix section of this document. Utility fees that may be collected on behalf of the City of Raleigh are also located in Attachment A.

Section 8: Budget Officer Restrictions

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 in Section 9 and 10, shall be accomplished only with specific advanced approval of the Knightdale Town Council.

Section 9: Special Authorization of the Budget Officer

- 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

emergency situations.

- C. The Budget Officer shall be authorized to effect interdepartmental transfers in the same fund, not to exceed 10 percent of the appropriated monies for the department whose allocation is needed.
- D. Notification of all transfers and budget amendments approved by the Budget Officer shall be made to the Town Council at its meeting following the transfer.

Section 10: Re-Appropriation of Funds Encumbered in Fiscal Year 2019.

Operating funds encumbered on the financial records as of June 30, 2018 are hereby re-appropriated to Fiscal Year 2019.

Section 11: Classification and Pay Plan

There is hereby established, for Fiscal Year 2019, certain positions, job titles and salary ranges for all authorized Town employees, as contained in Attachment B. The Town Manager is hereby authorized to fill such positions, when such are vacant, 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 2019, certain limited service positions, job titles and salary ranges, as contained in Attachment C. The Town Manager is hereby authorized to fill such positions at the grade stated for each position.

Section 12: Expected Spending in Capital Projects and Improvements Fund

The Town's Capital Improvement Plan continues to become a more realistic guide and plan for municipal capital projects. During Fiscal Year 2016, certain capital improvement activities over \$50,000 were reclassified from the General Fund to this fund. The goal is to show more operational expenses more clearly in the General Fund and to show those infrequent but significant projects / activities together. During Fiscal Year 2019, the following projects and initiatives are expected to be active. Note that, the amounts cited below are the best estimates of spending for the respective projects.

Knightsdale Park Phase III (Capital Project Fund)	\$	3,600,000
Mingo Creek Greenway Extension (Capital Project Fund)	\$	2,400,000
Public Works Building (Capital Project Fund)	\$	2,500,000
Forestville Road Athletic Park (Capital Project Fund)	\$	1,000,000
Splashpad at Knightsdale Station Park (General Fund)	\$	575,000

Section 13: Utilization of Budget Ordinance

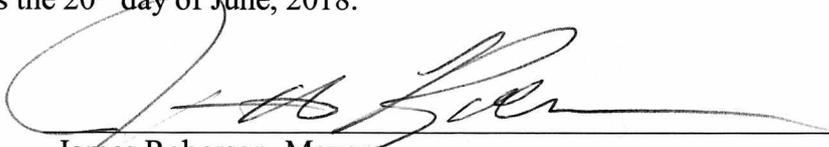
This ordinance shall be the basis of the financial plan for the Knightsdale municipal government during the 2018-2019 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

Section 14: Funding of the General Capital Reserve Fund.

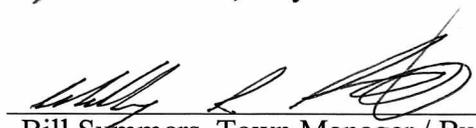
- A.** Following the delivery of the audited financial statements to the Town Council, the Finance Officer will calculate the fund balance available for appropriation in the General Fund (FBA). FBA is defined as the sum of cash and investments less the liabilities of the General Fund, less Reserve for Encumbrances at year end and less any deferred revenues arising from cash receipts, e.g. prepaid taxes or grants received before earned. The Finance Officer will subtract any restricted funds from Fund Balance Available. That amount will be divided by the sum of General Fund expenditures and General Fund transfers to other funds, less the proceeds of installment debt. If the resulting percentage is over 40%, the excess of FBA% over what the FBA would have been at 40% will be transferred to the General Capital Reserve Fund for future capital needs.
- B.** Additionally, the amount calculated by the Finance Officer to equal 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 (i) the estimated tax base for the coming year, (ii) less an allowance for uncollected taxes, (iii) divided by \$100, (iv) multiplied by \$0.02. this amount will be identified as "General Fund Contribution to Capital Improvement Plan."
- C.** Additionally, the amount calculated by the Finance Officer to equal one half (.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 (i) the estimated tax base for the coming year, (ii) less an allowance for uncollected taxes, (iii) divided by \$100, (iv) multiplied by \$0.005. This amount will 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.
- E.** Transfers to the General Capital Reserve Fund shall be made on or before February 1 each year by the Finance Officer.

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

Adopted this the 20th day of June, 2018.



James Roberson, Mayor



Bill Summers, Town Manager / Budget Officer