

Town of Knightdale, NC

Annual Operating Budget

FOR THE FISCAL YEAR ENDED JUNE 30, 2025



May 15, 2024

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

FISCAL YEAR (FY) 2024-2025 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 FY25 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) 2022-2023 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 was the 3rd fastest growing state in 2023 trailing only Texas and Florida. The Town of Knightdale has grown over 4.8% since 2020 and currently enjoys approximately 20,500 citizens. Our Town's population is roughly 50% larger than a decade ago. 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 FY2023 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 31st 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 FY2023 audit reported an unassigned, general fund balance of \$9,435,325 or 35.6% 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 25.9% of government-activity revenue in FY2023, an increase of 2.63% 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 FY2023, the Capital Reserve Fund had an end-of-year balance of \$ 2,902,803.

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, 2023, was \$18,907,357, an increase of \$8,747,072 (86.09%) from the previous year. The increased debt service is a part of the Town's long-term commitment to building new public safety facilities to meet growth pressures.

The Town's total net position increased by \$17,199,930 or 15.63% in FY2023.

FY2024-2025 BUDGET

As in previous years, the major emphasis of FY25 Budget is to maintain quality service-delivery levels and to meet expanding capital needs. Staff maintains 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.

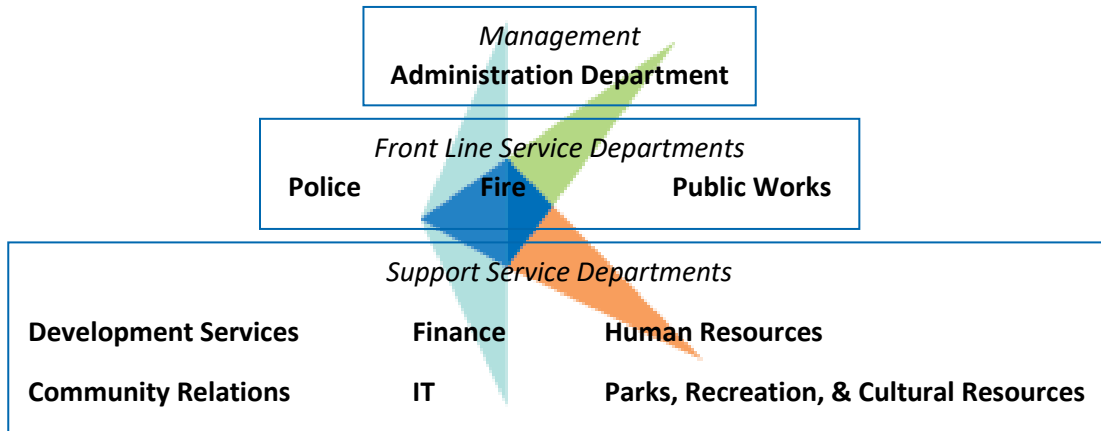
To complement the Knightdale Strategic Plan, the Town uses an annual [Strategic Implementation Plan](#) to outline the capital investments and other initiatives that the Town Council aims to accomplish in the current fiscal year. These investments are identified, prioritized, and mutually agreed upon 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 DOLLARS 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 FY25 are as follows:

General Fund

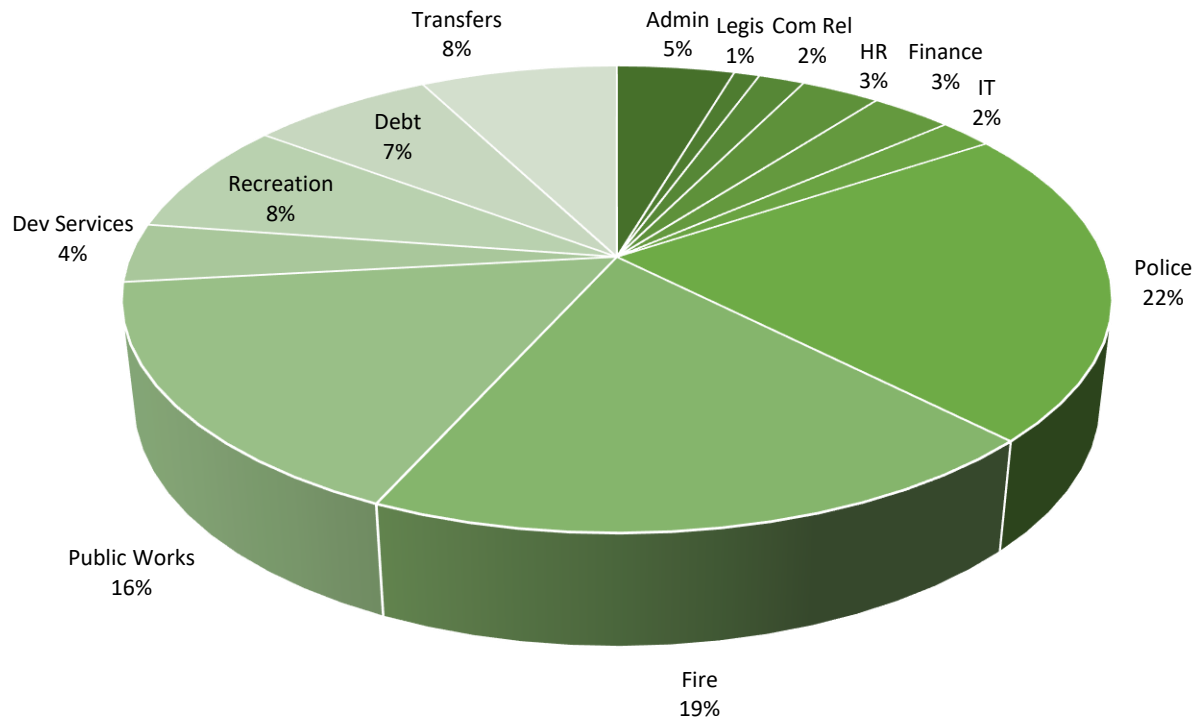
Department	FY24	FY25 (recommended)	Percent Change
Administration	\$1,117,257	\$1,695,424	51.7%
Legislative	\$431,918	\$396,043	(8.3%)
Community Relations	\$512,966	\$662,916	29.2%
Human Resources	\$977,614	\$1,149,193	17.6%
Finance	\$1,008,318	\$1,167,479	15.8%
Information Technology	\$567,455	\$774,677	36.5%
Police	\$6,684,638	\$8,069,672	20.7%
Fire	\$6,466,946	\$7,057,210	9.1%
Public Works			
Grounds	\$994,510	\$1,061,735	6.8%
Streets	\$586,500	\$679,050	15.8%
Sanitation	\$1,335,150	\$1,383,028	3.6%
Operations	\$1,529,084	\$2,691,582	76%
Development Services	\$2,133,963	\$1,504,621	(29.5%)
Parks and Recreation	\$2,174,038	\$2,890,313	32.9%
Debt Service	\$2,471,805	\$2,641,990	6.9%
Interfund Transfers	\$667,000	\$2,809,088	321.2%
TOTAL	\$29,659,162	\$36,634,021	23.5%

Other Funds

Fund Type	FY24	FY25 (recommended)	Percent Change
Stormwater (Enterprise)	\$1,718,006	\$3,122,098	81.7%
Capital Projects (Restricted)	\$2,072,373	\$1,350,000	(34.9%)



FY25 Allocations Per Department



MAJOR FISCAL POLICY

Revaluation

Every four years, Wake County revalues real estate to ensure all properties are valued and taxed equitably. Real estate revaluations are required by [law in North Carolina](#), and they set the tax value of all residential and commercial land and structures such as homes, office buildings, stores, and farms. They do not include what is classified as individual personal property, such as vehicles, boats, airplanes, and business equipment, which are valued annually.

Because property values do not all increase or decrease at the same rate, revaluations make sure each property's assessed value reflects its fair market value, or the most probable price a property would bring for sale in a competitive and open market. ***Because property taxes are based on a property's market value, if counties did not conduct periodic revaluations, some property owners would pay more than their share of property tax while others would pay less than their share.*** Property taxes are determined by two factors: a property's assessed value, and the tax rate per \$100 of value set each year by elected county and municipal officials. Revaluations ensure that property owners pay their fair share of property taxes which go on to provide various public services.

Revenue-Neutral Property Tax Rate

A revenue-neutral rate provides taxpayers a benchmark against which they can compare a proposed post-revaluation tax rate. Although many local governments lower their tax rates after revaluations, their taxpayers may still face an effective tax increase depending on how far the rates are reduced. Publishing a statement of the revenue-neutral rate in the proposed budget for comparison purposes provides taxpayers with context for responding to their governing board's proposed tax rate for the coming fiscal year.



[G.S. 159-11\(e\)](#) defines the revenue-neutral rate as the rate that is estimated to produce revenue for the next fiscal year equal to the revenue that would have been produced for the next fiscal year by the current tax rate if no revaluation had occurred. The median single-family home value in Knightdale was \$248,546 before revaluation, versus \$379,872 after revaluation. Our residential property valuation increased from \$1.5 billion to \$2.3 billion during this revaluation cycle. Correspondingly, our commercial property valuation increased from \$922 million to \$1.5 billion. The current revaluation resulted in a total Knightdale tax base increase from \$2.75 billion to \$4.27 billion with average, annual financial growth of 4.19% during this revaluation cycle.

The revenue-neutral property tax rate for Knightdale is \$.30 per \$100 of valuation. Our current tax rate is \$0.45. It is important to remember that properties appreciate at varying percentages and the \$0.15 difference in the tax rate is not universal for all properties. The FY25 property tax value of \$0.01 is \$427,652. ***The average property tax increase per household is approximately \$578 per year or \$48 per month.***

FY25 Property Tax Rate

The Town Manager is recommending a property tax rate of \$0.44 per \$100 of assessed value for FY25. This would generate estimated revenues of \$18,828,450 based on a total, assessed property valuation of \$4,274,972,467 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 FY25. The Town Manager is not recommending an increase in the monthly solid waste collection fee for the upcoming fiscal year. The current rate will remain \$17.50.

Personnel

FY25 is 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. Aligning salaries with the current market for public administrators is a \$451,848 investment. This year's salary study impacts 55% of total positions equating to 46% of employees. Additional salary benefits are included for all sworn officer positions to offset the impacts of labor force disruptions for law enforcement professionals.

Municipality	FY24	Revenue Neutral Rate	FY25 Proposed
Wake County	\$0.65	\$0.46	\$0.51
Garner	\$0.62	\$0.45	\$0.52
Zebulon	\$0.57	\$0.46	\$0.57
Wake Forest	\$0.50	\$0.35	\$0.42
Wendell*	\$0.47	\$0.33	\$0.42
Rolesville	\$0.46	\$0.32	\$0.40
Fuquay-Varina	\$0.45	\$0.31	\$0.36
Knightdale	\$0.45	\$0.30	\$0.44
Apex	\$0.44	\$0.30	\$0.34
Raleigh	\$0.43	\$0.31	\$0.35
Holly Springs	\$0.42	\$0.30	\$0.34
Morrisville	\$0.39	\$0.30	\$0.35
Cary	\$0.34	\$0.24	\$0.32

**Each Wendell resident pays an additional \$0.12 for the fire tax special district. The proposed fire tax rate for FY25 is \$0.10. This applies to unincorporated areas in Wake County and inside the Town of Wendell.*



The FY25 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 third year of the Knightdale Culture Project in FY25. 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 FY25 Budget allocates 163 full-time positions, which includes 10 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 33% by 2028.

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.

Major Capital / Capital Project Ordinances (CPO)

Knightdale will invest approximately \$15.6 million in major capital projects for FY25. ***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.



2024 Spring Employee Cook-Out

New Positions for FY25

- ✓ Assistant Fire Chief - Administration
- ✓ Assistant Human Resources Director
- ✓ Business Support Specialist
- ✓ Fire Captain
- ✓ Detective (2)
- ✓ Police Sergeant (3)
- ✓ Maintenance Worker



Fire Station #1



Project	Status
Mingo Creek Greenway Ext.*	To be completed in FY25
Fire Station #1 (Forestville Rd.)*	To be completed in FY25
Law Enforcement Center*	To initiate construction in FY25
Smithfield Road and First Avenue Sidewalk*	New FY25 project
Knightdale Blvd. & Old Knight Road Pedestrian Improvements*	New FY25 project
Fire Rescue Engine*	To be delivered in FY26
Fire Tiller Ladder Truck*	To be delivered in FY26

**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. For FY25, 71% of General Fund (unrestricted) projects are recommended for funding. ***This \$ 3,709,950 investment includes 27 projects.*** Major highlights included the following:

Projects	
✓ New Playground for Knightdale Station Park*	✓ KPD Vehicle Replacement Program
✓ Shade Structure for Harper Park Playground	✓ Public Work Vehicle Replacement Program
✓ Bathroom Renovations at Community Pool	✓ KFD Swiftwater Rescue Boat
✓ Public Art*	✓ New Leaf Vacuum and Yard Debris Compactor Trucks
✓ Transportation Project Priorities Feasibility Studies	✓ New Public Works Equipment & Materials Storage Facility
✓ Old Knight Road Street Lighting Project	✓ GoWake SmartRide NE Program

**Town of Knightdale Strategic Priority*

SUMMARY

The Town of Knightdale was productive and made significant accomplishments toward several projects while maintaining fiscal responsibility during FY24. Several of those projects will be completed in the upcoming year. The Town will open a new fire stations and start construction on a new Law Enforcement Center. The Town will also complete a spatial needs assessment for a community center. The future facility will be located adjacent to the Wake Stone Athletic Park and will be constructed in FY28. 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 continue 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.

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 expenditures wherever possible but at the same time recognizes the needs of our community.



Panther Rock Park (FY24 CIP Project)

Respectfully submitted,

A handwritten signature in black ink that reads "William R. Summers". The signature is written in a cursive, flowing 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, 2025

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, 2024, and ending June 30, 2025.

Summary

General Fund	\$ 36,634,021
Storm Water Fund	3,122,098
Capital Reserve Fund	<u>1,350,000</u>
Total Annual Operating Budget Ordinance	<u>\$ 41,106,119</u>

Section 1: General Fund - Fund 10

Anticipated Revenues by Category:

Ad-Valorem Taxes	\$ 18,828,450
Local Option Sales Tax	6,615,100
Other Taxes and Licenses	392,500
Unrestricted Intergovernmental Revenues	1,187,700
Restricted Intergovernmental Revenues	5,121,021
Permits and Fees	431,858
Sales and Services	
Sanitation Revenues	1,225,000
Parks and Recreation Revenues	222,950
Investment Earnings	450,938
Miscellaneous	201,000

Other Financing Sources:

Interfund Transfers In	\$ 1,350,000
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Fund Balance Appropriated

Undesignated Fund Balance	<u>607,504</u>
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Total Revenues and Other Financing Sources	<u>\$ 36,634,021</u>
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Authorized Expenditures by Department:

Administration	\$ 1,695,424
Legislative	396,043
Community Relations	662,916
Human Resources	1,149,193
Finance	1,167,479
Information Technology	774,677
Public Safety	
Police	8,069,672
Fire	7,057,210
Public Works	
Grounds Maintenance	1,061,735
Streets – Powell Bill	679,050
Sanitation	1,383,028
Operations	2,691,582
Development Services	1,504,621
Parks, Recreation, and Cultural Programs	2,890,313
Debt Service	2,641,990

Other Financing Uses:

Interfund Transfers Out	<u>2,809,088</u>
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Total Expenditures and Other Financing Uses	<u>\$ 36,634,021</u>
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Section 2: Storm Water Fund - Fund 60**Anticipated Revenues by Category:**

Sales and Services	\$ 1,463,440
Investment Earnings	75,000

Fund Balance Appropriated

Undesignated Fund Balance	<u>1,583,658</u>
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Total Revenues and Other Financing Sources	<u>\$ 3,122,098</u>
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Authorized Expenditures:

Storm Water	<u>3,122,098</u>
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Total Expenditures	<u>\$ 3,122,098</u>
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Section 3: General Capital Reserve Fund - Fund 70

Anticipated Revenues by Category:	
Other Taxes and Licenses	\$ 137,500
Permits and Fees	75,000
Investment Earnings	75,000
Other Financing Sources:	
Interfund Transfers In	1,062,500
Total Revenues and Other Financing Sources	<u>\$ 1,350,000</u>
Other Financing Uses:	
Interfund Transfers Out	<u>1,350,000</u>
Total Expenditures and Other Financing Uses	<u>\$ 1,350,000</u>

Section 4: Levy of Taxes

There is hereby levied, for Fiscal Year 2025, the following Ad Valorem Tax Rate per one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2024 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	\$4,274,972,467
General Fund	\$ 0.44
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 2025, 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 2024

Operating funds encumbered on the financial records as of June 30, 2024, are hereby re-appropriated to Fiscal Year 2025.

Section 8: Classification and Pay Plan

There is hereby established for Fiscal Year 2025, 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 2025, 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 2024-2025 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, 2024.



Mayor Jessica Day



Town Manager/Budget Officer William R. Summers



Town Clerk Heather M. Smith

FY25 Town of Knightdale Fee Schedule

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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 2200 square feet of impervious surface)	\$6.75

Solid Waste & Recycling Fees

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

Golf Cart Fees

Registration	\$100.00
Replacement Decal	\$20.00

Miscellaneous Fees

Copies

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

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

Copies of Documents

*Per NC Public Records laws, certain information will not be available to the public.
Special record requests will be addressed following the completion of daily and routine duties.*



Standard Specifications and Construction Details	\$30.00
Budget Proposal	\$30.00
Audit Report (CAFR) - available on-line at no charge	\$20.00
Town Code of Ordinances	\$75.00
Supplement to Town Code of Ordinances	\$10.00
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.

Public Safety

Police Department

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



Fire Department

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

Fire Code Inspections

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

Note: Fees do not apply for Foster Homes

Life Safety Violations

\$250.00 per violation per day

Re-Inspections (Periodic Fire Inspections)

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



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



Parks Recreation & Cultural Programs

Athletic Programs and Fees

Youth Sports

	Resident	Non-Resident
Basketball	\$50.00	\$65.00
Tee Ball (Age 4)	\$25.00	\$40.00
Modified Tee Ball (Ages 5-6)	\$25.00	\$40.00
Coach Pitch Baseball (Ages 7-8)	\$50.00	\$65.00
Baseball (Ages 9-15)	\$50.00	\$65.00
Softball (Ages 7-8)	\$50.00	\$65.00
Softball (Ages 9-12)	\$50.00	\$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



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

Water Aerobics

Price based on instructor cost and session length

Facility Rentals

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

Event Staffing

\$30.00 per
hour per staff
member

Knightdale Community Pool Cabana

Package includes 2 hours and 10 pool passes

Resident	Non-Resident
\$60.00	\$80.00

Recreation Center Rooms

All rates are per hour

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

Recreation Center Gym Rental

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

Rentals

Field Preparation

\$50.00 per
preparation



Resident Non-Resident

Community Park Baseball Complex

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

Fee includes lights if needed

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

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

Knightdale Elementary School Fields *(Per hour)*

KES 1 – T-Ball/Kickball	\$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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Knightdale Station Park Shelter Rentals

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

Resident Non-Resident

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



Knightdale Station Park Amphitheater Non-Profit Rentals

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

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

Knightdale Partnership Programs

Knightdale Station Park Brick Paver Program

\$100.00

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

Christmas Parade Participation

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

Food Truck/Vendor and Other Vendor Participation

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

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

Knightdale Community Park Sign / Banner Sponsorship Program

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



Development Services

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

Amendment Petition Fees

Amendment to Zoning Map

General Use District \$600.00

Conditional Use District \$600.00

Amendment to Unified Development Ordinance \$600.00

Amendment to Comprehensive Plan \$600.00

Special Use/Planned Unit Development Permit Fees

Residential Use \$600.00

Plus per acre fee \$50.00

Nonresidential \$600.00

Special Use Permit Modification \$600.00

Master Plan Application Fees

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

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

Land Use Review Board Fees

Variances \$600.00

Appeals or Interpretations \$600.00

Development Permit Fees

Annexation Petition \$500.00

Utility Allocation/Developer Agreement \$500.00

Zoning Compliance Permit

Without Site Plan Review \$100.00



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

Additional Fee Per Hour \$50.00

Sign Permit \$75.00

Banner Permits (per application) \$25.00

Final Plats

Exempt \$200.00

Recombination \$200.00

Right-of-Way Dedication \$200.00

Boundary Survey \$200.00

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

Major Subdivision (plus per lot fee) \$300.00

Additional Lot Fee \$10.00

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

Printed Maps

11" x 17" \$5.00

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

Custom Maps

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

Engineering and Legal Review Fees

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

Engineer Review

Actual Costs

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



Legal Review

Actual Costs

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

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

Weekend Inspection Fee (Knightdale Employee)	\$300.00
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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

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
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Plus Per Square Foot of Gross Floor Area ^{1,2}	\$0.25
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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
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Plus Per Square Foot of Gross Floor Area ^{1,2}	\$0.25
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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
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In-Ground Pools ¹	\$300.00
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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) <i>Applies to residential and commercial building permits</i>	\$100.00
Trade Permit Administration Fee (Knightdale) <i>Applies to residential and commercial trade permits.</i>	\$30.00
Amend Permit Fee (Wake County) <i>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.</i>	\$60.00
Re-Inspection Fee (Wake County) <i>Fee is charged for each extra trip necessary to approve a required inspection. Must be paid prior to scheduling a re-inspection.</i>	\$60.00
Administrative Change Fee (Knightdale) <i>Per permit fee applied to add/change of contractor or permit revisions after issuance.</i>	\$50.00
Homeowner Recovery Fee <i>Assessed when a licensed General Contractor applies for a permit to construct or alter a single-family dwelling.</i>	\$10.00



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
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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.

POSITION CLASSIFICATION PLAN
Budget Ordinance 24-06-18-001 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 – Administration	10070	1	42	160,450	238,889	A
Assistant Town Manager – Operations	10070	1	42	160,450	238,889	A
Town Clerk	10080	1	24	66,670	99,263	A
Administrative Assistant	20610	1	19	52,238	77,775	
		5				
COMMUNITY RELATIONS						
Community Relations Director	-	1	38	132,003	196,535	A
Communications & Marketing Manager	-	1	27	77,179	114,910	A
Business Support Specialist	20070	1	20	54,850	81,664	
		3				
DEVELOPMENT SERVICES						
Development Services Director	10160	1	38	132,003	196,535	E
Senior Planner	20475	4	26	73,504	109,438	
Planner	20470	2	22	60,472	90,035	
Planning Technician	20465	1	21	57,592	85,747	
		8				
FINANCE						
Finance Director	10120	1	38	132,003	196,535	E
Assistant Finance Director	-	1	32	98,503	146,657	A
Business Analyst	20060	1	26	73,504	109,438	A
Accountant	20010	1	24	66,670	99,263	
Accounting Technician	20040	2	18	49,751	74,072	
		6				

Effective 07/01/2024

POSITION CLASSIFICATION PLAN
Budget Ordinance 24-06-18-001 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	138,603	206,361	E
Assistant Fire Chief – Administration	30030	1	33	103,428	153,990	E
Assistant Fire Chief – Fire & Life Safety	30130	1	33	103,428	153,990	E
Battalion Chief	30085	3	31	93,812	139,673	
Fire Captain	30080	13	26	73,504	109,438	
Fire Lieutenant	30120	12	24	66,670	99,263	
Firefighter	30100	24	22	60,472	90,035	
Administrative Assistant - Fire	20600	1	17	47,381	70,545	
		56				
HUMAN RESOURCES						
Human Resources Director	10150	1	38	132,003	196,535	A
Assistant Human Resources Director	-	1	32	98,503	146,657	A
Human Resources Technician	20080	3	21	57,592	85,747	
		5				
PARKS, RECREATION & CULTURAL PROGRAMS						
Parks & Recreation Director	10220	1	38	132,003	196,535	E
Assistant Parks & Recreation Director	-	1	32	98,503	146,657	E
Recreation Supervisor	20520	1	25	70,004	104,226	
Athletic Supervisor	20510	2	25	70,004	104,226	
Recreation Activities Coordinator	20500	1	21	57,592	85,747	
		6				
POLICE						
Police Chief	10170	1	39	138,603	206,361	E
Deputy Police Chief	30250	1	35	114,029	169,774	E
Police Captain	30160	2	33	103,428	153,990	E
Police Lieutenant	30275	4	31	93,812	139,673	
Police Sergeant	30270	8	29	85,090	126,688	

Effective 07/01/2024

POSITION CLASSIFICATION PLAN
Budget Ordinance 24-06-18-001 Attachment B

Position/Class Title	NCLM Class Code	Number of Positions	Salary Grade	Salary Minimum	Salary Maximum	Exempt Status
POLICE CONTINUED						
Police Corporal	-	4	27	77,179	114,910	
Detective	30210	5	25	70,004	104,226	
Police Officer	30260	25	23	63,496	94,536	
Accreditation Manager	-	1	22	60,472	90,035	A
Evidence Custodian	-	1	20	54,850	81,664	
Records Clerk	30220	1	17	47,381	70,545	
Administrative Assistant - Police	20610	1	17	47,381	70,545	
		54				
PUBLIC WORKS						
Public Works Director	10210	1	38	132,003	196,535	E
Assistant Public Works Director	-	1	32	98,503	146,657	E
Stormwater Program Manager	20744	1	28	81,038	120,655	
Grounds Maintenance Supervisor	20450	1	27	77,179	114,910	E
Operations Supervisor	20670	1	27	77,179	114,910	E
Stormwater Technician	20747	1	25	70,004	104,226	
Infrastructure Inspector	-	1	23	63,496	94,536	
Team Leader	-	1	21	57,592	85,747	
Customer Service Clerk – Public Works	20305	1	17	47,381	70,545	
Maintenance Worker	20430	11	15	42,976	63,986	
		20				
TOTAL NUMBER OF POSITIONS		163				

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.
- Police Officer position Career Ladder Minimum Steps:
 - Senior Officer Step 5
 - Master Officer Step 10

Effective 07/01/2024

POSITION CLASSIFICATION PLAN
Budget Ordinance 24-06-18-001 Attachment B

- Revisions for FY25 include:
 - Addition of 10 new positions
 - Business Support Specialist (1)
 - Assistant Fire Chief – Administration (1)
 - Fire Captain (1)
 - Assistant Human Resources Director (1)
 - Police Sergeant (3)
 - Detective (2)
 - Maintenance Worker (1)
 - Reclassification of Fire Marshal to Assistant Fire Chief – Fire & Life Safety
 - Reclassification of Human Resources Analyst to Human Resources Technician

Effective 07/01/2024

LIMITED SERVICE POSITION CLASSIFICATION PLAN
Budget Ordinance 24-06-18-001 Attachment C

Department/Title	Grade	Hourly Rate
ADMINISTRATION		
Intern	29	\$17.27
Research Analyst	40	\$20.60
COMMUNITY RELATIONS		
Administrative Assistant	47	\$22.71
DEVELOPMENT SERVICES		
Intern	29	\$17.27
FINANCE		
Intern	29	\$17.27
FIRE		
Firefighter Trainee	16	\$13.02
Firefighter I	36	\$19.38
Firefighter II	38	\$19.99
Firefighter III	39	\$20.31
Fire Inspector	75	\$31.30
Data Administrator	77	\$31.91
Assistant Fire Marshal	82	\$33.45
Deputy Fire Marshal	89	\$35.60
Training Chief	89	\$35.60

Department/Title	Grade	Hourly Rate
PARKS, RECREATION & CULTURAL PROGRAMS		
Recreation Assistant	16	\$13.02
Recreation Assistant Supervisor	23	\$15.45
Park Attendant	23	\$15.45
Parks Maintenance Worker	29	\$17.27
POLICE		
Intern	29	\$17.27
PUBLIC WORKS		
Intern - Grounds	29	\$17.27
Intern - Stormwater	29	\$17.27

NOTES:

- All positions listed are classified as non-exempt based on the Fair Labor Standards Act.
- Revisions for FY25 include:
 - 3% COLA
 - Community Relations Intern reclassified as Administrative Assistant.
 - Public Works Maintenance Worker reclassified as Intern.

Effective 07/01/2024