TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #21-06-17-001

**TOWN OF KNIGHTDALE, NORTH CAROLINA
ANNUAL OPERATING BUDGET ORDINANCE
FOR THE FISCAL YEAR ENDING JUNE 30, 2022**

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, 2021 and ending June 30, 2022.

Summary

General Fund	$	21,953,231
Storm Water Fund		960,907
Capital Projects Funds		
General Capital Reserve Fund		535,460
Enterprise Funds		
Water and Sewer Utility Fund		147,699
Total Annual Operating Budget Ordinance	$	23,597,297

Section 1: General Fund - Fund 10

Anticipated Revenues by Category:

Ad-Valorem Taxes	$	10,561,463
Local Option Sales Tax		4,357,575
Other Taxes and Licenses		310,475
Unrestricted Intergovernmental Revenues		995,000
Restricted Intergovernmental Revenues		2,729,951
Permits and Fees		220,470
Sales and Services		
Sanitation Revenues		1,270,000
Parks and Recreation Revenues		203,800
Investment Earnings		35,000
Miscellaneous		145,600

Other Financing Sources:		
Debt Proceeds		241,000
Interfund Transfers In		535,460
Fund Balance Appropriated		
Undesignated Fund Balance		347,437
Total Revenues and Other Financing Sources	$	21,953,231
Authorized Expenditures by Department:		
Administration	$	1,186,775
Legislative		307,287
Human Resources		584,352
Finance		808,608
Information Technology		645,256
Public Safety		
Police		4,632,940
Fire		4,598,391
Public Works		
Grounds Maintenance		808,544
Streets – Powell Bill		594,480
Sanitation		1,244,500
Operations		1,530,204
Development Services		1,121,872
Parks, Recreation, and Cultural Programs		1,445,890
Debt Service		1,818,632
Other Financing Uses:		
Interfund Transfers Out		625,500
Total Expenditures and Other Financing Uses	$	21,953,231

Section 2: Storm Water Fund - Fund 60

Anticipated Revenues by Category:		
Sales and Services	$	1,060,650
Investment Earnings		500
Fund Balance Appropriated		
Undesignated Fund Balance		-100,243
Total Revenues and Other Financing Sources	$	960,907
Authorized Expenditures:		
Storm Water		960,907
Total Expenditures	$	960,907

Section 3: Water and Sewer Utility Fund - Fund 61

Anticipated Revenues by Category:		
City of Raleigh Debt Service Contribution	$	147,699
Total Revenues	$	147,699
Authorized Expenditures:		
Debt Service	$	147,699
Total Expenditures	$	147,699

Section 4: General Capital Reserve Fund - Fund 70

Anticipated Revenues by Category:		
Other Taxes and Licenses	$	135,000
Permits and Fees		300,000
Investment Earnings		3,000
Other Financing Sources:		
Interfund Transfers In		625,500
Fund Balance Appropriated		-528,040
Total Revenues and Other Financing Sources	$	535,460
Other Financing Uses:		
Interfund Transfers Out		535,460
Total Expenditures and Other Financing Uses	$	535,460

Section 5: Grand Totals - All Funds

Revenues	$	22,476,183
Other Financing Sources:		
Operating Transfers In		1,160,960
Debt Proceeds		241,000
Fund Balance Appropriated		-280,846
Total Revenues and Other Financing Sources	$	23,597,297
Expenditures	$	22,436,337
Other Financing Uses:		
Operating Transfers Out		1,160,960
Total Expenditures and Other Financing Uses	$	23,597,297

Section 6: Levy of Taxes

There is hereby levied, for Fiscal Year 2022, the following Ad Valorem Tax Rate per one hundred dollars ($100) valuation of taxable property as listed for taxes as of January 1, 2021 for the purpose of raising the revenue from Ad Valorem Taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations.

This rate of tax is based on an estimated assessed valuation of $2,528,422,619

General Fund	$ 0.42
Total Rate per $100 of Valuation of Taxable Property	$ 0.42

Section 7: Fees and Charges

There is hereby established, for Fiscal Year 2022, various fees and charges as contained in Attachment A located in the appendix section of this document.

Section 8: 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 9: Creation of Special Revenue Fund for American Rescue Plan Act of 2021 Funds

The Finance Director shall be authorized to create a special revenue fund in accordance with guidance and rules as established by the U.S. Department of the Treasury and State of North Carolina to track and manage funds received as part of The American Rescue Plan Act of 2021 (ARPA). Any and all budgets of this Fund shall be approved by Town Council through budget amendments to this or subsequent budget ordinances. The Town Manager shall be the signer of any contract that pertains to this Fund with the authority to bind the jurisdiction pursuant to any budget amendment adopted by Council. The Finance Director shall be the principal administrator of the Fund and shall report regularly to Council provided the Fund remains open and active.

Section 10: Re-Appropriation of Funds Encumbered in Fiscal Year 2021

Operating funds encumbered on the financial records as of June 30, 2021 are hereby re-appropriated to Fiscal Year 2022.

Section 11: Classification and Pay Plan

There is hereby established for Fiscal Year 2022, 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 2022, 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 12: Separate Capital Projects Funds/Ordinances

At the end of Fiscal Year 2021 and continuing to be active in Fiscal Year 2022 are separate capital project ordinances. These projects are the Mingo Creek Greenway Extension project, Fire Capital Projects Fund, and the Wake Stone Athletic Park project. These ordinances/projects will remain open until such time the projects have been deemed completed. Other capital project ordinances will be brought to Council and approved separately and are mutually exclusive of this budget ordinance.

Section 13: Utilization of Budget Ordinance

This ordinance shall be the basis of the financial plan for the Town of Knightdale during the 2021-2022 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 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.

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 17th day of June, 2021.

Mayor Jessica Day

Town Manager/Budget Officer William R. Summers

Town Clerk Heather M. Smith