



CITY OF
Creedmoor

FY 2021 BUDGET



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elected officials



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(919) 764-1014
Term 12/2019-12/2021



COMMISSIONER DEL MIMS
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Term 12/2017-12/2021



COMMISSIONER KECHIA BRUSTMEYER-BROWN
kbrustmeyer-brown@cityofcreedmoor.org
Term 12/2019-12/2023



COMMISSIONER GEORGANA KICINSKI
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Term 12/2019-12/2023



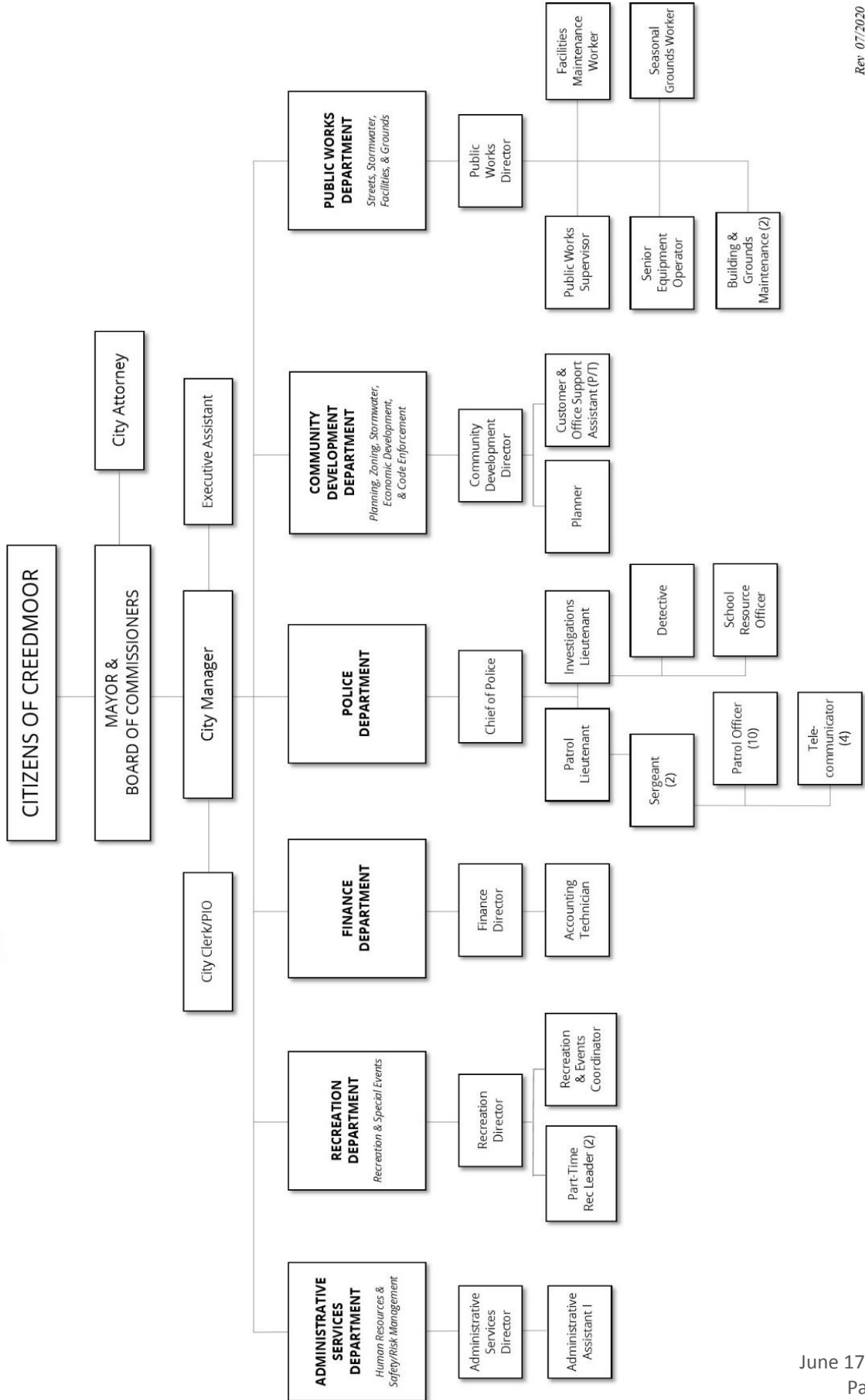
COMMISSIONER ED MIMS
emims@cityofcreedmoor.org
Term 12/2019-12/2023



COMMISSIONER NEENA NOWELL
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Term 12/2017-12/2021



City of Creedmoor
ORGANIZATIONAL CHART



Rev 07/2020



CITY OF CREEDMOOR

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MAYOR
ROBERT V. WHEELER

CITY MANAGER
KORENA L. WEICHEL

COMMISSIONERS
KECHIA BRUSTMEYER-BROWN
GEORGANA KICINSKI
DEL MIMS
ED MIMS
NEENA NOWELL

June 17, 2020

Honorable Mayor and City Commissioners:

I am pleased to submit the Fiscal Year 2021 operating budget for the City of Creedmoor detailing the \$4.4 million in revenue and expenditures projected for the coming year. Development of the budget is a year-round ongoing process, with city departments constantly reviewing revenue and expenditures.

The ability to forecast local or state economic outlooks with any significant reliability for the upcoming fiscal year was severely affected by the uncertainty surrounding the Coronavirus pandemic. In an effort to submit the most conservative budget possible and not increase the tax rate which could create an additional burden on our citizens during this economic crisis, the FY21 Budget affords little ability to address unforeseen issues that may arise throughout the fiscal year. For this reason, the governing body may expect to see budget amendments for necessary operational expenses during the year. City staff are committed to ensuring Creedmoor's financial status remains strong as we navigate and emerge through the other side of this crisis.

GENERAL FUND

Revenues

Nearly all revenue stream projections included in the FY21 Budget were influenced either to a moderate or to an extreme degree as a result of the global economic crisis caused by the pandemic.

The FY21 Budget maintains the current tax rate of 61.5 cents with a current tax base of \$338,892,292. The budget reflects an estimated \$85,000 decrease in property tax revenue at an anticipated collection rate of 95% (the last reported collection rate in FY19 was 98.5%).

Sales and Use Tax revenue is budgeted flat to FY20's conservative budget estimates (collections were strong leading up to the pandemic with an approximate 10% increase over the first seven months of FY19). Budgeting this revenue as flat represents approximately a 6% decrease from *actual* collections.

An approximate 4% decrease in Franchise and Utility Tax revenue is forecasted due to both a recognized downward trend since FY17 as well as uncertainty related to the pandemic. The decrease represents a difference of \$15,000.

The most significant impact to revenues can be found in Interest on Investments with a 93% decrease from FY20 budget estimates, representing a total shortfall of \$86,200. The combination of our cash balances decreasing throughout the year due to ongoing capital projects and interest rates plummeting in light of the Coronavirus pandemic will greatly impact these earnings.

Beer and Wine Tax is also budgeted flat to the FY20 budget despite a statewide projected increase of approximately 0.5% in 2020 actual collections. Alcohol sales tend to be resistant to economic down-turns but assuming there are no legislative changes the distribution is expected to see little to no growth.

The FY21 Budget includes \$157,000 in revenue for the sale of two city-owned properties identified by the Board. The budget number represents current tax value only.

All other revenues remain very similar to the previous year. The required appropriated fund balance needed is \$46,621, a decrease of approximately \$99,000 from the amount appropriated in the FY20 Budget adopted in June 2019.

Expenditures

The FY21 budget provides for a city-wide 1.25% cost of living adjustment for employees effective July 1, 2020, 2% average merit pay allowance for the *Employee Development and Performance Management Program*, and the second of four consecutive 1.2% increases as the State of North Carolina seeks to stabilize the pension fund which results in an overall increase to pension costs of approximately \$35,000 city-wide. While individual premiums were reduced slightly from the FY20 Budget, overall health insurance costs will increase by approx \$20,000 due to new positions added.

Below is a departmental summary of significant changes from FY20:

General Government

Decrease Capital Outlay: **(\$63,600)**

Decrease Special Projects: **(\$147,811)**

Governing Body

Decrease Election Costs: **(\$11,000)**

Decrease Travel & Training: **(\$18,000)**

City Manager

Increase Salaries & Fringe: \$60,000 [move assistant position from Admin Services, see below]

Decrease Travel & Training: **(\$1500)**

City Clerk

Increase Codification & Hosting: \$1397 (Chp 160-D legislation)

Decrease Travel & Training: **(\$2000)**

Administrative Services

Decrease Salaries & Fringe: **(\$60,000)** [move assistant position to City Manager, see above]

Decrease Employee Other Benefits: **(\$1,600)**

Reduce Hardware/Software: **(\$2,540)**

Reduce Other Contract Services **(\$1,745)**

Decrease Travel & Training: **(\$2350)**

Increase in Property/Liability Insurance: \$2,200

Increase in Worker's Compensation: \$2,272

Decrease Capital Outlay: **(\$2,500)**

Finance

Increase Auditor Fees: \$5,500

Increase Bank Fees: \$1,400

Decrease Travel & Training: **(\$1500)**

Police

Increase Salaries & Fringe: Approx \$51,000
Decrease Overtime: **(\$12,500)**
Decrease Reserve Officers: **(\$7,500)**
Increase LEO Separation Allowance: \$7,759
Decrease Equipment-Not Capitalized: **(\$2,013)**
Increase Capital Outlay: \$4,600

Public Works

Increase Salaries & Fringe: Approx \$68,000
Decrease Overtime: **(\$4,500)**
Decrease Uniforms, Rugs, Supplies: **(\$2,079)**
Increase Utilities: \$1,000
Increase SGWASA: \$2,000
Decrease Cleaning Services: **(\$7,000)**
Increase Street Lights: \$5,000
Decrease Building & Grounds Maintenance: **(\$10,000)**
Decrease Capital Outlay: **(\$13,400)**

Community Development

Increase Other Contract Services: \$26,207
Decrease Travel & Training: **(\$2250)**

STORMWATER FUND

Revenues

No proposed changes to stormwater rate.

Expenditures

Increase Engineering Services: \$20,000 [stormwater mapping]
Increase Street Sweeping: \$1,500 [Amberleaf]
Increase Municipal Good Housekeeping: \$3,000 [car washing]
Fund Balance added to reserves for future implementation of Falls Rules, Stage 1: \$30,802

POWELL BILL FUND

Revenues

Revenues are determined by General Assembly and are budgeted based on 75% of FY20 allocation due to recent announcement of 15-25% funding reduction.

Expenditures

Expenditures are being budgeted at FY20 levels.

RECREATION FUND

Revenues

Decrease Music Festival: **(\$10,435)**

Decrease Fireworks Donations: **(\$9,500)**

Increase Rental Fees: \$5,850

Increase Cell Tower Leases: \$3,920

Decrease Interest on Investments: **(\$3,575)**

The required appropriated fund balance needed is \$183,110, an increase of approximately \$141,000 from the amount appropriated in the FY20 Budget adopted in June 2019.

Expenditures

General Recreation

Increase Salaries & Fringe: Approx \$99,000

Decrease Temporary Employees: **(\$2,000)**

Decrease Professional Services: **(\$2,000)**

Increase Programming: \$4,000

Decrease Fireworks: **(\$16,250)** [2020 show cancelled]

Increase Miscellaneous Events: \$2,650

Decrease Utilities: **(\$10,900)** [move gymnasium costs to new community center department]

Lake Rogers Park

Increase Recycling & Trash Collection: \$1,750

Decrease Other Contract Services: **(\$3,900)**

Decrease R&M, Roads & Grounds: **(\$3,800)**

Creedmoor Community Center

Newly created department based on facility construction. Anticipate FY21 facility operational costs to be approximately \$35,000.

CONCLUSION

Local governments have three primary responsibilities: (1) providing municipal services; (2) maintaining municipal infrastructure; and (3) planning, coordinating, and providing for ongoing community improvements. The extent to which these three areas are balanced is critical to the ongoing quality of life for residents. The FY21 budget reflects such an effort.

The City of Creedmoor has very few revenue sources and a large percentage of the tax base coming from residential properties. As costs and service demands continue to increase, we will be challenged to find adequate funding sources. The residential development currently proposed and/or underway will produce a gradual growth in property valuation; however, the challenge of SGWASA's infrastructure being unable to supply wastewater collection services will severely impact future development and commercial growth for the next several years. It is anticipated that SGWASA will determine a path forward in the next few months. At that point, the Creedmoor Board will be poised to determine what financial assistance the City can render in order to facilitate the infrastructure improvements and ensure Creedmoor's continued growth.

I wish to thank Mayor Wheeler and the Board of Commissioners for your support and guidance in development of this budget. Special appreciation is extended to the City's Finance Director, Mr. Reuben Carden, and all participating staff who also assisted in preparation and discussion in formulation of the FY21 Budget.

Respectfully submitted,

Korena L. Weichel

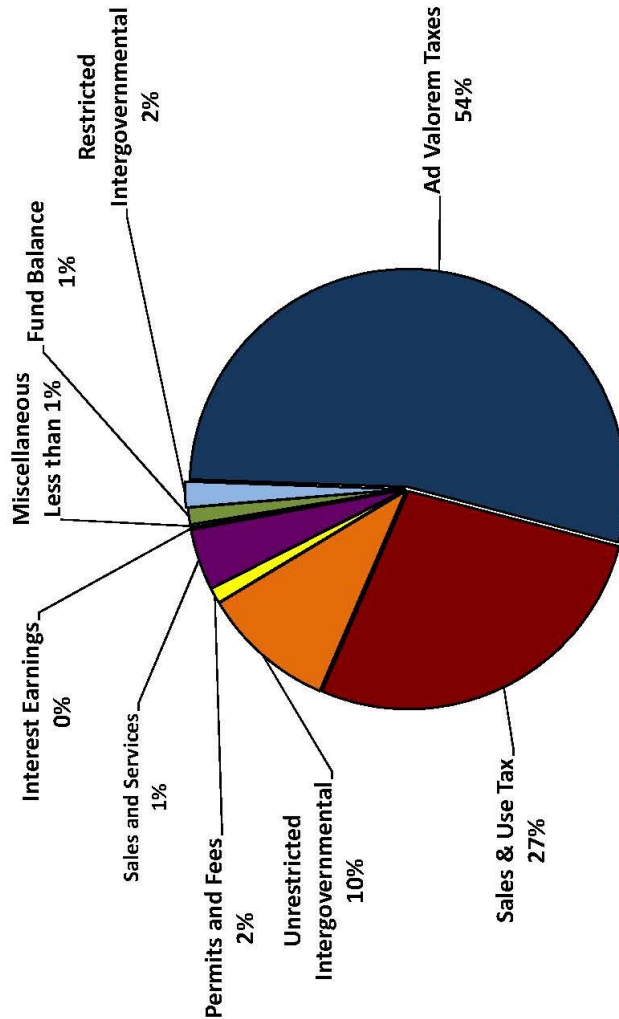
City Manager

June 17, 2020

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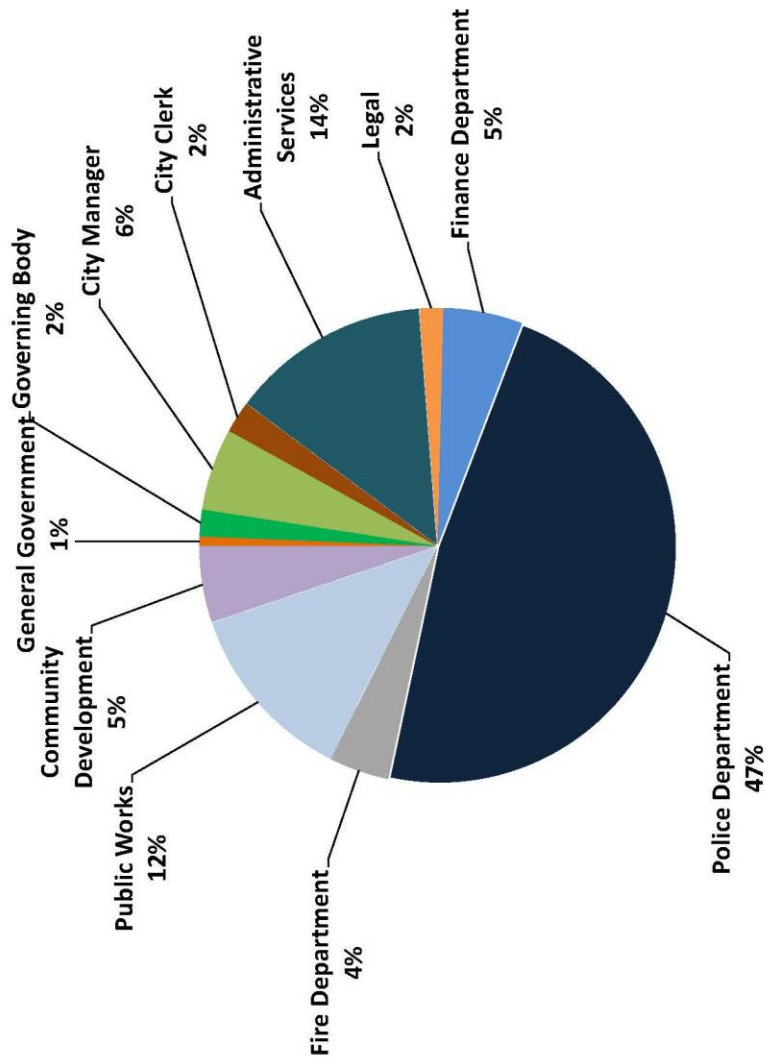
| General Fund | Revenue |
|--------------------------------|---------------------|
| General Fund | |
| Ad Valorem Taxes | \$ 2,004,500 |
| Sales & Use Tax | \$ 1,025,000 |
| Unrestricted Intergovernmental | \$ 371,000 |
| Permits and Fees | \$ 43,080 |
| Sales and Services | \$ 169,250 |
| Interest Earnings | \$ 6,300 |
| Miscellaneous | \$ 7,500 |
| Appropriated Fund Balance | \$ 46,621 |
| Restricted Intergovernmental | \$ 70,900 |
| General Fund Total | \$ 3,744,151 |



CITY OF CREEDMOOR
FY21 Budget // Revenues, All Annual Governmental Funds

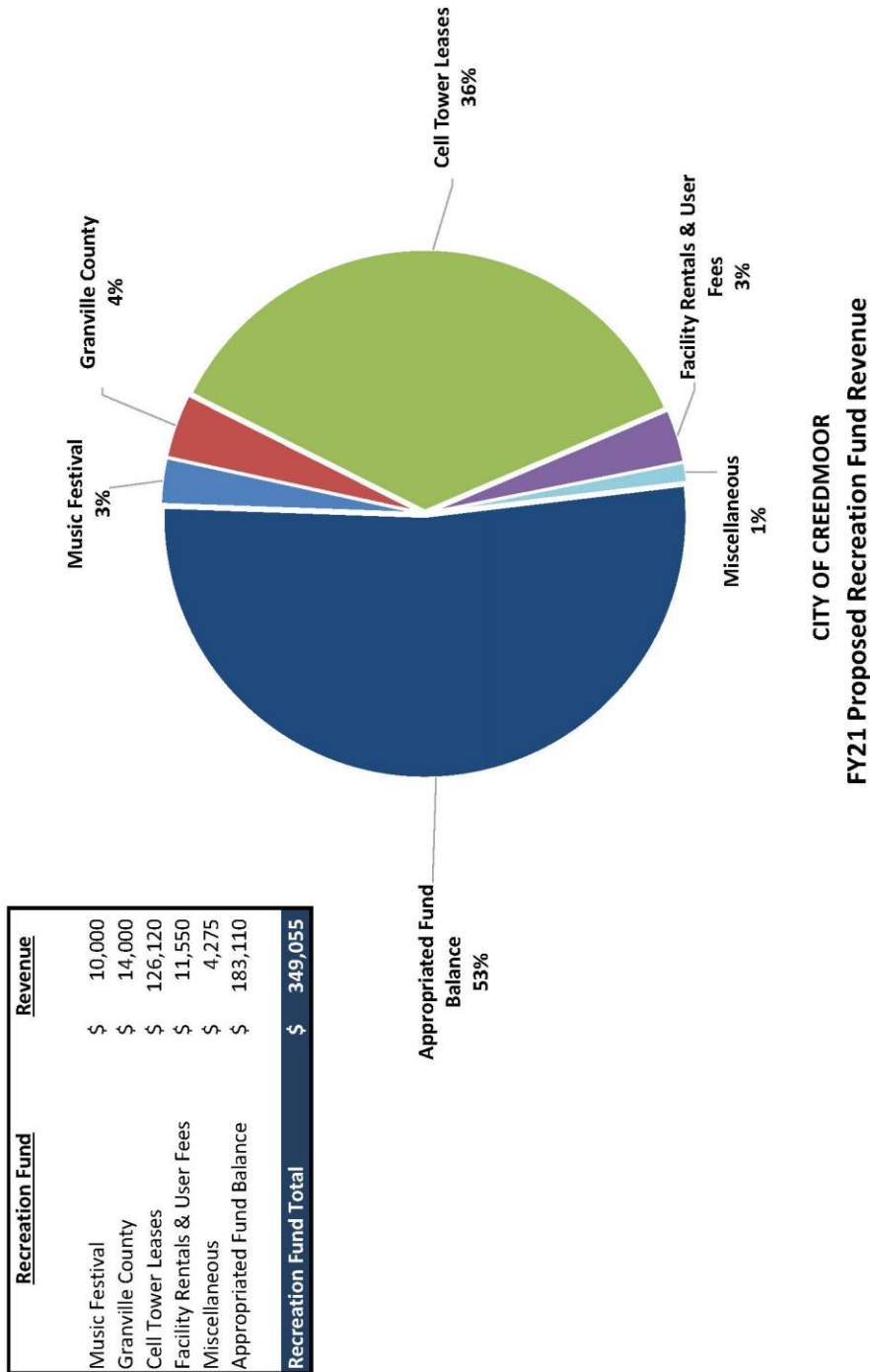


| General Fund | Expenditure |
|---------------------------|---------------------|
| General Government | \$ 24,500 |
| Governing Body | \$ 67,248 |
| City Manager | \$ 209,467 |
| City Clerk | \$ 79,369 |
| Administrative Services | \$ 509,582 |
| Legal | \$ 60,000 |
| Finance Department | \$ 202,414 |
| Police Department | \$ 1,779,856 |
| Fire Department | \$ 153,050 |
| Public Works | \$ 464,524 |
| Community Development | \$ 194,141 |
| General Fund Total | \$ 3,744,151 |



CITY OF CREEDMOOR

FY21 Budget // Expenditures, All Annual Governmental Funds

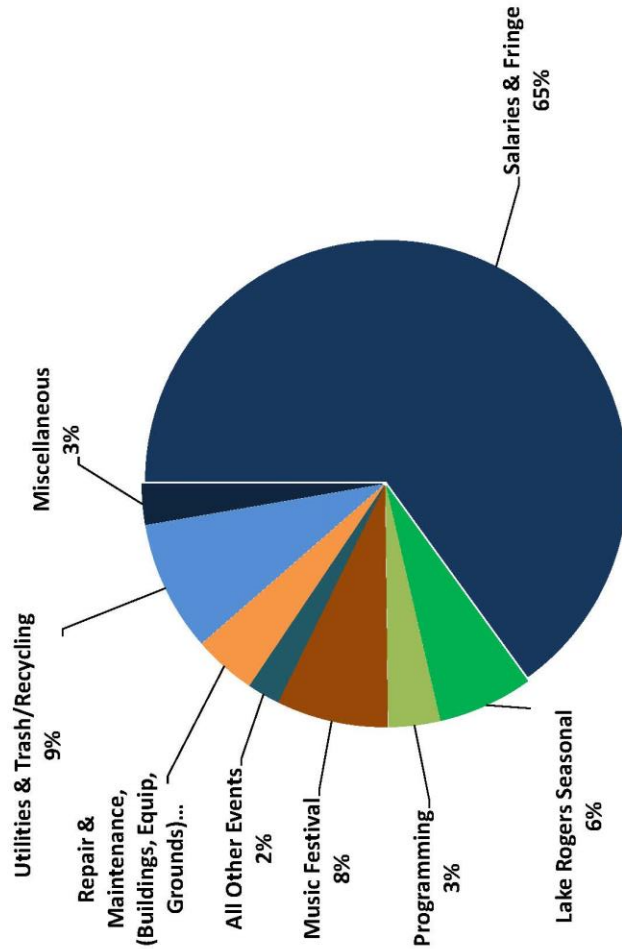


| <u>Recreation Fund</u> | <u>Revenue</u> |
|------------------------------|-------------------|
| Music Festival | \$ 10,000 |
| Granville County | \$ 14,000 |
| Cell Tower Leases | \$ 126,120 |
| Facility Rentals & User Fees | \$ 11,550 |
| Miscellaneous | \$ 4,275 |
| Appropriated Fund Balance | \$ 183,110 |
| Recreation Fund Total | \$ 349,055 |

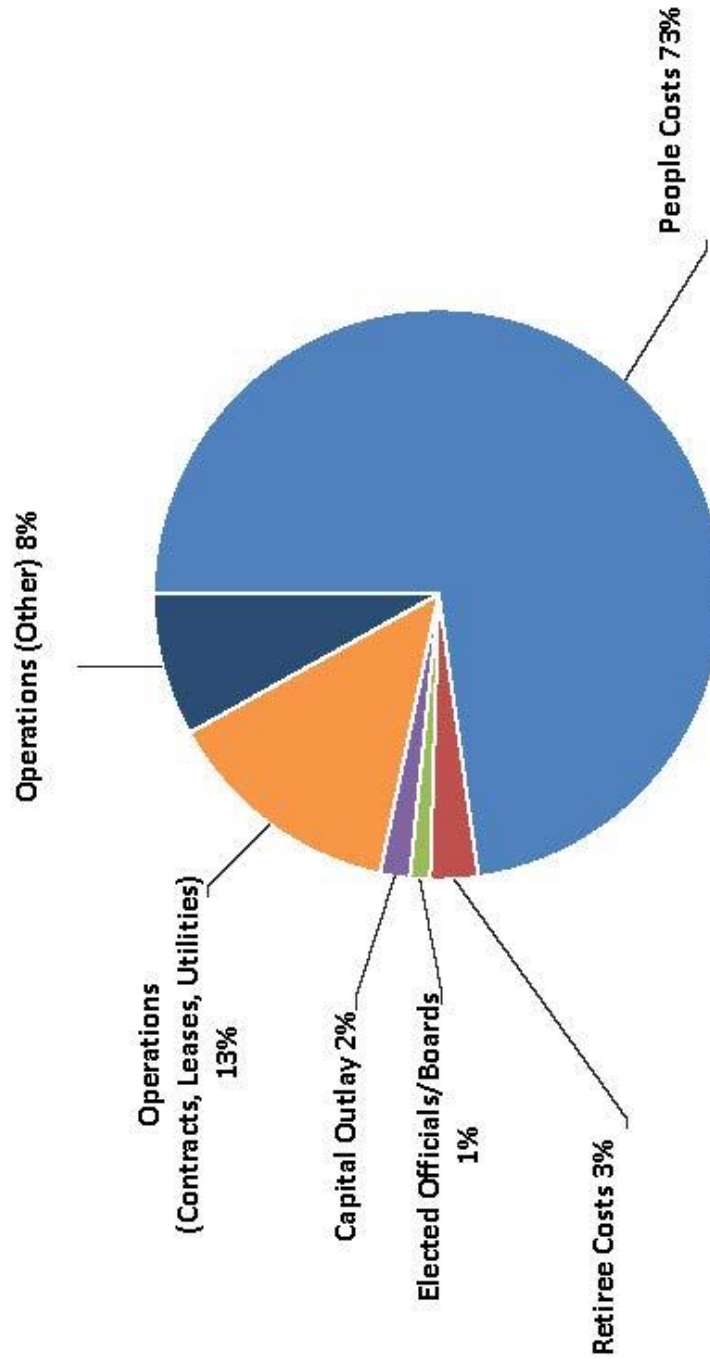
**CITY OF CREEDMOOR
FY21 Proposed Recreation Fund Revenue**



| <u>Recreation Fund</u> | <u>Expenditure</u> |
|--|--------------------|
| Salaries & Fringe | \$ 226,985 |
| Lake Rogers Seasonal | \$ 22,170 |
| Programming | \$ 12,000 |
| Music Festival | \$ 26,000 |
| All Other Events | \$ 7,550 |
| Repair & Maintenance, (Buildings, Equip, Grounds) | \$ 14,500 |
| Utilities & Trash/Recycling | \$ 30,350 |
| Miscellaneous | \$ 9,500 |
| Recreation Fund Total | \$ 349,055 |

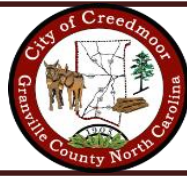


CITY OF CREEDMOOR
FY21 Proposed Recreation Fund Expenditures





| Account Description | FY20 Budget | Proposed Budget FY21 |
|---|--------------------------|--------------------------|
| Ad Valorem & Vehicle Taxes | | |
| INTEREST AND PENALTIES | \$ (5,725.00) | \$ (6,000.00) |
| VEHICLE TAXES - TAGS | (38,000.00) | (35,000.00) |
| TAXES RECEIVED CURRENT | (2,065,000.00) | (1,980,000.00) |
| DISCOUNTS ON TAX COLLECTION | 20,000.00 | 18,000.00 |
| TAX COLLECTION FEE EXPENSE | 38,000.00 | 35,000.00 |
| TAX YEAR 2017 & Prior | (7,910.00) | (1,000.00) |
| TAX YEAR 2018 | (72,635.00) | (1,500.00) |
| TAX YEAR 2019 | - | (69,000.00) |
| Total - Ad Valorem & Vehicle Tax | \$ (2,131,270.00) | \$ (2,039,500.00) |
| Other Revenues | | |
| LOCAL BEER & WINE PERMITS | \$ (195.00) | \$ (180.00) |
| ZONING PERMITS | (7,790.00) | (5,900.00) |
| PLAN REVIEW | (4,190.00) | (2,000.00) |
| SOUTH GRANVILLE SCHOOLS [SRO] | (63,500.00) | (67,900.00) |
| FRANCHISE & UTILITY TAX | (360,000.00) | (345,000.00) |
| BEER AND WINE TAX | (19,500.00) | (19,500.00) |
| ABC STORE PROFITS | (7,000.00) | (6,500.00) |
| OFFICERS & CLERK OF COURT | (1,500.00) | (1,500.00) |
| SOLID WASTE DISPOSAL TAX | (3,000.00) | (3,000.00) |
| SALES & USE TAX | (1,025,000.00) | (1,025,000.00) |
| INTEREST ON INVESTMENTS | (92,500.00) | (6,300.00) |
| SALE OF PROPERTY & EQUIPMENT | (5,000.00) | (157,000.00) |
| MISCELLANEOUS | (1,000.00) | (1,000.00) |
| REBATES AND REFUNDS | (1,000.00) | (750.00) |
| POLICE-CITATIONS, FEES & MISC. | (2,000.00) | (2,000.00) |
| POLICE DONATIONS | (2,000.00) | (4,500.00) |
| CONTRACTED ROAD REPAIR | (17,725.00) | (10,000.00) |
| DEBT SET OFF COLLECTIONS | - | - |
| Total - Other Revenues | \$ (1,612,900.00) | \$ (1,658,030.00) |
| Fund Balance Appropriated | | |
| FUND BALANCE APPROPRIATION | \$ (510,981.00) | \$ (46,621.00) |
| Total General Fund Revenue | \$ (4,255,151.00) | \$ (3,744,151.00) |



| Account Description | FY20 Budget | Proposed Budget FY21 |
|-----------------------------------|----------------------|----------------------|
| General Government | | |
| BEAUTIFICATION | \$ 2,200.00 | \$ 2,000.00 |
| DOWNTOWN BANNERS/DECORATIONS | 1,200.00 | 500.00 |
| CAPITAL OUTLAY | 63,600.00 | - |
| BUSINESS DEVELOPMENT | 22,500.00 | 15,000.00 |
| SPECIAL PROJECTS | 147,811.00 | - |
| MARKETING | 7,500.00 | 7,000.00 |
| Total - General Government | \$ 244,811.00 | \$ 24,500.00 |
| Governing Body | | |
| MAYOR STIPEND | \$ 7,563.00 | \$ 7,478.00 |
| COMMISSIONERS STIPEND | 26,974.00 | 26,679.00 |
| APPOINTED BOARDS - PAY | 5,665.00 | 5,600.00 |
| FICA MATCH | 3,041.00 | 3,041.00 |
| MATERIALS AND SUPPLIES | 500.00 | 500.00 |
| ELECTION EXPENSE | 11,000.00 | - |
| DUES & MEMBERSHIPS | 13,400.00 | 13,000.00 |
| TRAVEL & TRAINING | 18,000.00 | - |
| COUNTY SERVICE CONTRIBUTIONS | 8,750.00 | 8,450.00 |
| MISCELLANEOUS/EVENTS | 5,500.00 | 2,500.00 |
| Total - Governing Body | \$ 100,393.00 | \$ 67,248.00 |
| City Attorney | | |
| CITY ATTORNEY | \$ 60,000.00 | \$ 60,000.00 |
| Total - City Attorney | \$ 60,000.00 | \$ 60,000.00 |



| Account Description | FY20 Budget | Proposed Budget FY21 |
|---------------------------------|----------------------|----------------------|
| City Manager | | |
| SALARIES MANAGER | \$ 106,418.00 | \$ 150,129.00 |
| LONGEVITY | 500.00 | 600.00 |
| MANAGER BONUS | 324.00 | 616.00 |
| OVERTIME | - | 500.00 |
| LGERS STATE RETIREMENT | 9,466.00 | 15,350.00 |
| 401(k) EMPLOYER CONTRIBUTION | 5,287.00 | 7,561.00 |
| FICA MATCH | 7,332.00 | 11,616.00 |
| INSURANCES | 9,206.00 | 16,999.00 |
| NC 457 EMPLOYER CONTRIBUTIONS | 1,059.00 | 1,096.00 |
| MATERIALS AND SUPPLIES | 500.00 | 750.00 |
| DUES & MEMBERSHIPS | 1,561.00 | 1,750.00 |
| TRAVEL & TRAINING | 3,339.00 | 2,000.00 |
| MISCELLANEOUS | 500.00 | 500.00 |
| Total - City Manager | \$ 145,492.00 | \$ 209,467.00 |
| City Clerk | | |
| SALARIES CLERK | \$ 49,646.00 | \$ 48,897.00 |
| LONGEVITY | 100.00 | 100.00 |
| CLERK BONUS | 324.00 | 308.00 |
| CLERK OVERTIME | 2,500.00 | 2,500.00 |
| LGERS STATE RETIREMENT | 4,629.00 | 5,227.00 |
| 401(k) EMPLOYER CONTRIBUTION | 2,586.00 | 2,575.00 |
| FICA MATCH | 3,981.00 | 3,963.00 |
| INSURANCES | 9,206.00 | 8,499.00 |
| MATERIALS AND SUPPLIES | 500.00 | 500.00 |
| CODIFICATION PRINTING & HOSTING | 1,603.00 | 3,000.00 |
| ADVERTISING, GENERAL | 2,500.00 | 2,500.00 |
| DUES & MEMBERSHIPS | 400.00 | 300.00 |
| TRAVEL & TRAINING | 3,000.00 | 1,000.00 |
| Total - City Clerk | \$ 80,975.00 | \$ 79,369.00 |



| Account Description | FY20 Budget | Proposed Budget FY21 |
|--|----------------------|----------------------|
| Administrative Services | | |
| SALARIES ADMINISTRATIVE SERVICES | \$ 139,229.00 | \$ 97,905.00 |
| LONGEVITY | 300.00 | 200.00 |
| ADMIN SERVICES BONUS | 972.00 | 616.00 |
| OVERTIME | 1,250.00 | 1,250.00 |
| LGERS STATE RETIREMENT | 12,466.00 | 10,085.00 |
| 401(k) EMPLOYER CONTRIBUTION | 6,964.00 | 4,968.00 |
| FICA Match | 10,730.00 | 7,648.00 |
| INSURANCES | 27,618.00 | 16,999.00 |
| HEALTH PLAN ADMIN FEE | 2,500.00 | 2,500.00 |
| RETIREE INSURANCE | 12,496.00 | 13,863.00 |
| TEMPORARY EMPLOYEES | 2,000.00 | 1,000.00 |
| EMPLOYEE OTHER BENEFITS | 7,000.00 | 5,400.00 |
| MATERIALS AND SUPPLIES | 7,500.00 | 7,500.00 |
| POSTAGE | 1,800.00 | 2,000.00 |
| PRINTING | 750.00 | 250.00 |
| RECRUITMENT & EXAMS | 4,000.00 | 3,500.00 |
| HARDWARE/SOFTWARE | 8,840.00 | 6,300.00 |
| TECHNICAL SERVICES (GENERAL) | 2,500.00 | 1,500.00 |
| TECHNICAL SERVICES (PD) | 20,030.00 | 20,000.00 |
| PHONE & INTERNET SERVICE | 27,070.00 | 28,000.00 |
| OTHER CONTRACT SERVICES | 139,745.00 | 138,000.00 |
| DUES & MEMBERSHIPS | 600.00 | 615.00 |
| TRAVEL & TRAINING | 3,600.00 | 1,250.00 |
| SAFETY PROGRAM | 2,400.00 | 2,400.00 |
| CITY HALL VEHICLE MAINTENANCE | 750.00 | 500.00 |
| OFFICE RENTAL (CDO BLDG.) | 20,568.00 | 21,083.00 |
| LOGICS MAINTENANCE & SUPPORT | 7,242.00 | 7,500.00 |
| PROPERTY & LIABILITY INSURANCE | 37,800.00 | 40,000.00 |
| WORKER'S COMP | 54,728.00 | 57,000.00 |
| UNEMPLOYMENT COMPENSATION | 4,000.00 | 2,000.00 |
| MISCELLANEOUS | 250.00 | 250.00 |
| CAPITAL OUTLAY | 10,000.00 | 7,500.00 |
| Total - Administrative Services | \$ 577,698.00 | \$ 509,582.00 |



| Account Description | FY20 Budget | Proposed Budget FY21 |
|----------------------------------|----------------------|----------------------|
| Finance | | |
| SALARIES, FINANCE DEPARTMENT | \$ 108,377.00 | \$ 110,382.00 |
| LONGEVITY | 200.00 | 200.00 |
| FINANCE BONUS | 648.00 | 616.00 |
| OVERTIME | 250.00 | 250.00 |
| LGERS STATE RETIREMENT | 9,634.00 | 11,249.00 |
| 401(k) EMPLOYER CONTRIBUTION | 5,382.00 | 5,542.00 |
| FICA Match | 8,285.00 | 8,526.00 |
| INSURANCES | 18,412.00 | 16,999.00 |
| MATERIALS AND SUPPLIES | 1,500.00 | 1,000.00 |
| AUDITOR FEES | 26,500.00 | 32,000.00 |
| OTHER CONTRACT SERVICES | 4,500.00 | 4,500.00 |
| DUES & MEMBERSHIPS | 1,270.00 | 1,000.00 |
| TRAVEL & TRAINING | 3,000.00 | 1,500.00 |
| BANK CHRGS ON CENTRAL DEPOSITORY | 4,000.00 | 5,400.00 |
| DEBIT/CREDIT CARD FEES | 3,000.00 | 3,000.00 |
| MISCELLANEOUS | 500.00 | 250.00 |
| TRANSFER TO GEN CAP PROJECT | 281,200.00 | - |
| Total - Finance | \$ 476,658.00 | \$ 202,414.00 |



| Account Description | FY20 Budget | Proposed Budget FY21 |
|---|------------------------|------------------------|
| Police Department | | |
| SALARIES - SWORN LEOs | \$ 870,510.00 | \$ 909,028.00 |
| POLICE DEPT - TELECOMMUNICATORS | 148,577.00 | 150,419.00 |
| LONGEVITY | 5,250.00 | 5,850.00 |
| POLICE BONUS | 14,480.00 | 13,654.00 |
| OVERTIME | 25,000.00 | 12,500.00 |
| RESERVE OFFICERS | 20,000.00 | 12,500.00 |
| LEO STATE RETIREMENT | 100,664.00 | 115,788.00 |
| 401(k) EMPLOYER CONTRIBUTION | 61,464.00 | 63,153.00 |
| FICA MATCH | 83,727.00 | 85,860.00 |
| INSURANCES | 184,121.00 | 175,652.00 |
| LEO SEPARATION ALLOWANCE | 10,648.00 | 18,407.00 |
| RETIREE INSURANCES | 55,108.00 | 54,345.00 |
| MATERIALS AND SUPPLIES | 3,500.00 | 3,000.00 |
| UNIFORMS | 14,000.00 | 12,000.00 |
| RECRUITMENT & EXAMS | 1,500.00 | 1,800.00 |
| FUELS & LUBRICANTS | 24,000.00 | 30,000.00 |
| CRIME PREVENTION & COMM OUTREACH | 8,000.00 | 8,000.00 |
| SHOP WITH A COP PROGRAM | 10,062.00 | 5,500.00 |
| AMMUNITION | 4,275.00 | 4,000.00 |
| FIREARMS & WEAPONS | 2,500.00 | 1,500.00 |
| DUES & MEMBERSHIPS | 3,000.00 | 2,000.00 |
| TRAVEL & TRAINING | 4,500.00 | 3,000.00 |
| TUITION REIMBURSEMENT | 2,000.00 | 3,000.00 |
| VEHICLE & EQUIP MAINTENANCE | 22,000.00 | 22,000.00 |
| SPECIAL DRUG FUND (RESTRICTED) | 3,000.00 | 3,000.00 |
| INVESTIGATIONS | 3,500.00 | 3,000.00 |
| MISCELLANEOUS | 2,000.00 | 1,000.00 |
| EQUIPMENT - NOT CAPITALIZED | 11,313.00 | 9,300.00 |
| CAPITAL OUTLAY | 46,000.00 | 50,600.00 |
| Total - Police Department | \$ 1,744,699.00 | \$ 1,779,856.00 |
| Creedmoor Volunteer Fire Department Contract | | |
| AGREEMENT - FIRE SERVICE | \$ 153,050.00 | \$ 153,050.00 |
| Total - Volunteer Fire Department | \$ 153,050.00 | \$ 153,050.00 |



| Account Description | FY20 Budget | Proposed Budget FY21 |
|--|----------------------|----------------------|
| Public Works | | |
| SALARIES PUBLIC WORKS | \$ 230,066.00 | \$ 280,507.00 |
| LONGEVITY | 2,250.00 | 2,600.00 |
| PUBLIC WORKS BONUS | 1,619.00 | 1,847.00 |
| OVERTIME | 8,000.00 | 3,500.00 |
| LGERS STATE RETIREMENT | 21,288.00 | 27,423.00 |
| 401(k) EMPLOYER CONTRIBUTION | 11,893.00 | 14,330.00 |
| FICA MATCH | 18,320.00 | 22,067.00 |
| INSURANCES | 46,030.00 | 50,996.00 |
| RETIREE INSURANCE | 12,826.00 | 14,483.00 |
| TEMPORARY EMPLOYEES | 1,500.00 | - |
| MATERIALS AND SUPPLIES | 8,000.00 | 7,000.00 |
| UNIFORMS, RUGS & SUPPLIES | 10,579.00 | 8,500.00 |
| FUELS & LUBRICANTS | 9,000.00 | 9,000.00 |
| CLEANING SUPPLIES | 850.00 | 2,000.00 |
| UTILITIES | 25,000.00 | 26,000.00 |
| SGWASA UTILITY SERVICE | 4,600.00 | 6,600.00 |
| RECYCLING & TRASH COLLECTION | 5,000.00 | 5,000.00 |
| CLEANING SERVICES | 15,000.00 | 8,000.00 |
| STREET REPAIRS & ACCESSORIES | 2,500.00 | 2,000.00 |
| STREET LIGHTS | 65,000.00 | 70,000.00 |
| GREENWAY LIGHTING | - | 2,000.00 |
| GENERATOR PREVENTATIVE MAINT | 3,811.00 | 3,000.00 |
| OTHER CONTRACT SERVICES | 2,500.00 | 2,500.00 |
| DUES & MEMBERSHIPS | 225.00 | 400.00 |
| TRAVEL & TRAINING | 1,000.00 | 750.00 |
| VEHICLE MAINTENANCE & REPAIR | 7,000.00 | 5,000.00 |
| BLDG & GROUNDS MAINTENANCE | 34,000.00 | 24,000.00 |
| EQUIPMENT MAINTENANCE & REPAIR | 10,500.00 | 9,000.00 |
| OSHA SAFETY | 3,000.00 | 1,500.00 |
| MISCELLANEOUS | - | 250.00 |
| CAPITAL OUTLAY | 18,400.00 | 5,000.00 |
| ENGINEERING & PROFESSIONAL | 5,600.00 | 3,600.00 |
| ALLOCATE SALARIES/FRINGE - RECREATION | (12,287.00) | (46,970.00) |
| ALLOCATE SALARIES/FRINGE - POWELL BILL | (24,573.00) | (33,335.00) |
| ALLOCATE SALARIES/FRINGE - STORMWATER | (75,124.00) | (74,024.00) |
| Total - Public Works | \$ 473,373.00 | \$ 464,524.00 |



| Account Description | FY20 Budget | Proposed Budget FY21 |
|--|------------------------|------------------------|
| COMMUNITY DEVELOPMENT | | |
| SALARIES COMMUNITY DEVELOPMENT | \$ 139,487.00 | \$ 143,165.00 |
| LONGEVITY | 400.00 | 400.00 |
| PLANNING & DEV BONUS | 973.00 | 924.00 |
| OVERTIME | 500.00 | 500.00 |
| LGERS STATE RETIREMENT | 10,977.00 | 12,927.00 |
| 401(k) EMPLOYER CONTRIBUTION | 6,132.00 | 6,368.00 |
| FICA MATCH | 10,612.00 | 11,092.00 |
| INSURANCES | 18,412.00 | 16,999.00 |
| MATERIALS AND SUPPLIES | 2,500.00 | 2,000.00 |
| FUELS & LUBRICANTS | 800.00 | 700.00 |
| OTHER CONTRACT SERVICES | 15,793.00 | 12,000.00 |
| DUES & MEMBERSHIPS | 800.00 | 750.00 |
| TRAVEL & TRAINING | 4,500.00 | 2,250.00 |
| VEHICLE MAINTENANCE & REPAIR | 1,000.00 | 1,000.00 |
| MISCELLANEOUS | 250.00 | 200.00 |
| ALLOCATED SALARIES/FRINGE - STORMWATER | (15,134.00) | (17,134.00) |
| Total - Community Development | \$ 198,002.00 | \$ 194,141.00 |
| Total General Fund Expenditures | \$ 4,255,151.00 | \$ 3,744,151.00 |



| Account Description | FY20 Budget | Proposed Budget FY21 |
|--|------------------------|-----------------------|
| Powell Bill Fund Revenue | | |
| Allocation from State of NC | \$ (118,500.00) | \$ (88,875.00) |
| Interest on Investments | (4,150.00) | (325.00) |
| Fund Balance Appropriated | (150,000.00) | - |
| Total Powell Bill Fund Revenue | \$ (272,650.00) | \$ (89,200.00) |
| Powell Bill Fund Expenditures | | |
| Street Repair and Resurfacing | \$ 97,902.00 | \$ 55,865.00 |
| Transfer to Gen Govt Capital Projects | 150,000.00 | - |
| Allocated Salaries/Fringes | 24,748.00 | 33,335.00 |
| Total Powell Bill Fund Expenditures | \$ 272,650.00 | \$ 89,200.00 |



| Account Description | FY20 Budget | Proposed Budget FY21 |
|---|------------------------|------------------------|
| Recreation Fund Revenues | | |
| Music Festival | \$ (20,435.00) | \$ (10,000.00) |
| Granville Co - Recreation Prog. | (14,000.00) | (14,000.00) |
| Fireworks Donations | (9,500.00) | - |
| Gym Rental | - | (250.00) |
| Event Room Rental | - | (6,500.00) |
| Meeting Rooms Rental | - | (750.00) |
| Multi-Purpose Field Rental | - | (100.00) |
| Rec Desk Fees | - | (250.00) |
| Utilities Reimbursement - Senior Center | - | (3,500.00) |
| Participant Regist. Fees | (1,000.00) | (1,200.00) |
| Verizon - Cell Tower Lease | (39,000.00) | (40,220.00) |
| AT&T - Cell Tower Lease | (45,000.00) | (46,485.00) |
| Sprint - Cell Tower Lease | (38,200.00) | (39,415.00) |
| Interest on Investments | (3,800.00) | (225.00) |
| Miscellaneous Revenue | (100.00) | - |
| Shelter Rental | (2,500.00) | (2,000.00) |
| Boat Rentals | (1,500.00) | (500.00) |
| Boat Launch Permits | - | (250.00) |
| Concession Revenue | (400.00) | (300.00) |
| Fund Balance Appropriated | (42,057.00) | (183,110.00) |
| Total Recreation Fund Revenues | \$ (217,492.00) | \$ (349,055.00) |



| Account Description | FY20 Budget | Proposed Budget FY21 |
|--------------------------------|----------------------|----------------------|
| Recreation Programming | | |
| Salaries Recreation Department | \$ 57,142.00 | \$ 133,050.00 |
| Longevity | 100.00 | 200.00 |
| Recreation Bonus | 648.00 | 1,231.00 |
| Overtime | 1,500.00 | 1,000.00 |
| LGERS State Retirement | 3,327.00 | 10,164.00 |
| 401(k) Employer Contribution | 1,859.00 | 5,007.00 |
| FICA | 4,513.00 | 10,364.00 |
| Insurances | 9,206.00 | 16,999.00 |
| Temporary Employees | 2,000.00 | - |
| Materials and Supplies | 1,000.00 | 1,000.00 |
| Recycling & Trash Collection | - | 500.00 |
| Other Contracted Services | 2,000.00 | - |
| Dues & Memberships | 400.00 | 750.00 |
| Travel & Training | 2,000.00 | 1,000.00 |
| Miscellaneous | 2,000.00 | 500.00 |
| Professional Services | 2,000.00 | - |
| R&M, Buildings/Structures | 1,500.00 | 1,000.00 |
| R&M, Equipment | 1,500.00 | 1,000.00 |
| R&M, Grounds/Greenways | 2,500.00 | 2,000.00 |
| Programming | 8,000.00 | 12,000.00 |
| Fireworks | 16,250.00 | - |
| Music Festival | 26,000.00 | 26,000.00 |
| Miscellaneous Events | 1,400.00 | 4,050.00 |
| Christmas/Holiday Activities | 4,200.00 | 3,500.00 |
| Utilities | 12,000.00 | 1,100.00 |
| Allocated Salaries | 12,377.00 | 46,970.00 |
| Recreation Programming | \$ 175,422.00 | \$ 279,385.00 |
| Lake Rogers Park | | |
| Seasonal Contract Staff | \$ 14,000.00 | \$ 13,500.00 |
| Recycling & Trash Collection | - | 1,750.00 |
| Other Contracted Services | 12,070.00 | 8,170.00 |
| Miscellaneous | - | 250.00 |
| Equipment - Not Capitalized | 2,000.00 | 1,000.00 |
| R&M, Bldgs, Docks, Playground | 1,200.00 | 1,000.00 |
| R&M, Watercraft & Equip | 1,000.00 | 500.00 |
| R&M, Roads & Grounds | 6,800.00 | 3,000.00 |
| Concessions | 800.00 | 500.00 |
| Utilities | 4,200.00 | 5,000.00 |
| Total Lake Rogers Park | \$ 42,070.00 | \$ 34,670.00 |



| Account Description | FY20 Budget | Proposed Budget FY21 |
|---|----------------------|----------------------|
| Community Center | | |
| Temporary Employees | \$ - | \$ 1,000.00 |
| Materials & Supplies | - | 4,500.00 |
| Recycling & Trash Collection | - | 2,500.00 |
| Other Contracted Services | - | 1,000.00 |
| Miscellaneous | - | 500.00 |
| R&M, Buildings | - | 2,000.00 |
| R&M, Equipment | - | 1,000.00 |
| R&M, Roads & Grounds | - | 3,000.00 |
| Utilities | - | 19,500.00 |
| Total Community Center | \$ - | \$ 35,000.00 |
| Total Recreation Fund Expenditures | \$ 217,492.00 | \$ 349,055.00 |



| Account Description | FY20 Budget | Proposed Budget FY21 |
|--|------------------------|------------------------|
| Storm Water Fund Revenues | | |
| Interest and Penalties | \$ (500.00) | \$ (500.00) |
| Stormwater Assessments | (290,000.00) | (286,000.00) |
| Discount on Early Payment | 3,000.00 | 2,700.00 |
| City Owned Properties | 5,500.00 | 5,500.00 |
| Stormwater, Tax Yr 2016 & Prior | (555.00) | - |
| Stormwater, Tax Yr 2017 | (250.00) | - |
| Stormwater, Tax Yr 2018 | (3,500.00) | - |
| Stormwater, Tax Yr 2019 | - | (1,000.00) |
| Review & Permit Fees | (3,370.00) | (2,000.00) |
| Interest on Investments | (4,300.00) | (360.00) |
| Fund Balance Appropriated | 68,997.00 | 30,802.00 |
| Total Storm Water Fund Revenues | \$ (224,978.00) | \$ (250,858.00) |
| Storm Water Fund Expenditures | | |
| Other Contract Services | \$ - | \$ 1,000.00 |
| Dues & Memberships | 14,450.00 | 15,000.00 |
| Legal & Professional Service | 5,000.00 | 5,000.00 |
| Engineering Services | 10,000.00 | 30,000.00 |
| Permits | 1,500.00 | 1,000.00 |
| Allocate Salaries/Fringes (Administrator) | 15,259.00 | 17,134.00 |
| Pension Expense | 15,000.00 | 15,000.00 |
| OPEB Expense | 5,000.00 | 5,000.00 |
| Leaf/Brush Collection | 3,500.00 | 3,500.00 |
| Drainage Maintenance | 30,000.00 | 30,000.00 |
| Street Sweeping | 7,000.00 | 8,500.00 |
| Muni. Good Housekeeping | 2,000.00 | 5,000.00 |
| Allocate Salaries/Fringes (Public Works) | 75,669.00 | 74,024.00 |
| Billing & Collection Fees | 6,000.00 | 6,000.00 |
| Customer Service Support | 2,000.00 | 2,100.00 |
| Annual Billing Update | 2,600.00 | 2,600.00 |
| Stormwater Advisor | 30,000.00 | 30,000.00 |
| Total Storm Water Fund Expenditures | \$ 224,978.00 | \$ 250,858.00 |



2020-O-11



CITY OF CREEDMOOR

P.O. Box 765
111 MASONIC STREET
CREEDMOOR, NC 27522
WWW.CITYOFCREEDMOOR.ORG
(919) 528-3332

MAYOR
ROBERT V. WHEELER

CITY MANAGER
KORENA L. WEICHEL

COMMISSIONERS
KECHIA BRUSTMEYER-BROWN
GEORGANA KICINSKI
DEL MIMS
ED MIMS
NEENA NOWELL

City of Creedmoor ANNUAL BUDGET ORDINANCE FISCAL YEAR 2021

BE IT ORDAINED by the Board of Commissioners of the City of Creedmoor, North Carolina, a municipal corporation in the State of North Carolina, that the following anticipated fund revenues and departmental expenditures, together with certain fee and rate schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the City government and its activities for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

SUMMARY

| | |
|------------------|----------------|
| General Fund | \$ 3,744,151 |
| Stormwater Fund | 250,858 |
| Powell Bill Fund | 89,200 |
| Recreation Fund | <u>349,055</u> |
| | \$ 4,433,264 |

SECTION 1 GENERAL FUND

Forecasted Revenues by Category

| | |
|--------------------------------|---------------------|
| Ad Valorem Taxes | \$ 2,004,500 |
| Other Taxes | 1,025,000 |
| Unrestricted Intergovernmental | 371,000 |
| Restricted Intergovernmental | 70,900 |
| Permits and Fees | 43,080 |
| Sales and Service | 169,250 |
| Interest Earnings | 6,300 |
| Miscellaneous | 7,500 |
| Fund Balance Appropriated | <u>46,621</u> |
| Total | \$ 3,744,151 |

Authorized Expenditure by Department

| | |
|-------------------------|---------------------|
| General Government | \$ 24,500 |
| Governing Body | 67,248 |
| City Manager | 209,467 |
| City Clerk | 79,369 |
| Administrative Services | 509,582 |
| Legal | 60,000 |
| Finance | 202,414 |
| Police | 1,779,856 |
| Fire | 153,050 |
| Public Works | 464,524 |
| Community Development | <u>194,141</u> |
| Total | \$ 3,744,151 |



SECTION 2 STORMWATER FUND

Forecasted Revenue and Funding Source by Category

| | |
|-------------------------------------|-------------------|
| Stormwater Fees | \$ 281,300 |
| Interest Earnings | 360 |
| Fund Balance Appropriated (Surplus) | <u>(30,802)</u> |
| Total | \$ 250,858 |

Authorized Expenditure by Department

| | |
|---------------------------|-------------------|
| Administrative & Planning | \$ 69,134 |
| Repairs & Improvements | 141,024 |
| Service Payments | <u>40,700</u> |
| Total | \$ 250,858 |

SECTION 3 POWELL BILL FUND

Forecasted Revenue and Funding Source by Category

| | |
|------------------------------|------------------|
| Restricted Intergovernmental | \$ 88,875 |
| Interest Earnings | <u>325</u> |
| Total | \$ 89,200 |

Authorized Expenditure by Department

| | |
|------------------------|------------------|
| Powell Bill Department | <u>\$ 89,200</u> |
| Total | \$ 89,200 |

SECTION 4 RECREATION FUND

Forecasted Revenue and Funding Source by Category

| | |
|--|-------------------|
| Cell Tower Leases | \$ 126,120 |
| Concessions, Rentals, and Program Fees | 15,600 |
| Music Festival & Fireworks (Sponsors, Donations, & Other Proceeds) | 10,000 |
| Granville County RAC Funding (Programming) | 14,000 |
| Interest Earnings | 225 |
| Fund Balance Appropriated | <u>183,110</u> |
| Total | \$ 349,055 |

Authorized Expenditure by Department

| | |
|----------------------------|-------------------|
| Recreation Programming | \$ 279,385 |
| Lake Rogers Park | 34,670 |
| Creedmoor Community Center | <u>35,000</u> |
| Total | \$ 349,055 |

SECTION 5 LEVY OF TAXES

There is hereby levied, for Fiscal Year 2021, an Ad Valorem tax rate of **61 1/2¢** per one hundred dollars (\$100.00) valuation of taxable property as listed for taxes as of January 1, 2020, 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 tax rate is based on an estimated valuation of \$338,892,292.



SECTION 6 RESTRICTIONS ON BUDGET OFFICER

Interfund and interdepartmental transfer of moneys, except as noted below, shall be accomplished only with specific advance approval of the Creedmoor Board of Commissioners.

Special Authorizations of the Budget Officer

- A. The Budget Officer shall be authorized to reallocate any appropriation within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergency situations. Notification of all such transfers shall be made to the Board of Commissioners at the next meeting following the transfer.

SECTION 7 RE-APPROPRIATION OF FUNDS ENCUMBERED IN FISCAL YEAR 2020

Operating funds encumbered by an outstanding purchase order as of June 30, 2020 are hereby re-appropriated to Fiscal Year 2021. Re-appropriation will be by a budget amendment at the August 3, 2020 Board of Commissioners' meeting in Fiscal Year 2021.

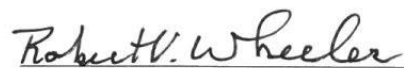
SECTION 8 UTILIZATION OF THE BUDGET ORDINANCE

This ordinance shall be the basis of the financial plan for the City of Creedmoor municipal government during the fiscal year beginning July 1, 2020 and ending June 30, 2021. 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.

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

Adopted this 17th day of June, 2020.


Korena L. Weichel
City Manager/Budget Officer


Robert V. Wheeler
Mayor

ATTEST:


Terry A. Hobgood, Jr., City Clerk





CITY OF CREEDMOOR
2020-2021
FEE AND RATE SCHEDULE

Effective July 1, 2020 – June 30, 2021

Adopted June 17, 2020



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BUILDING PERMITS AND INSPECTIONS

RESIDENTIAL AND COMMERCIAL BUILDING PERMITS AND INSPECTIONS

The Granville County Inspections Department performs building permitting and inspections for Creedmoor residents and businesses.

**Granville County Inspections Department
Contact Information**

122 Williamsboro Street
P.O. Box 877
Oxford, NC 27565
(P) (919) 603-1326
(F) (919) 693-6794

<http://www.granvillecounty.org/businesses/building-inspections/>

Office Hours: Monday-Friday // 8:00 a.m. – 5:00 p.m.
Permit Hours: 8:30 – 11:00 a.m. or 2:00 – 4:00 p.m.

COMMUNICATIONS FEES

WIRELESS COMMUNICATIONS

New Telecommunications Tower or Substantial Modification

| | |
|-----------------|---------------------------------|
| Application Fee | \$2,000.00 + \$500 per revision |
| Consulting Fee | Actual Cost |

**New Microcell, Small, Concealed, Co-Location, or
Upgrade Other than Substantial Modification**

| | |
|----------------------------------|---------------|
| Application Fee (1 – 5 permits) | \$100.00 each |
| Application Fee (6 – 25 permits) | \$50.00 each |
| Consulting Fee (if necessary) | \$500.00 each |



CONSTRUCTION INSPECTION FEES

Assessed by the City Engineer (developer shall bear any additional cost incurred by the City over the fees listed below). This fee is to be paid upon construction drawing approval.

PLAN REVIEW

Plan Review Fees shall apply to the extent of any revisions made to plans previously reviewed.

| | |
|--|------------------------|
| Roadway (public and/or private) | \$0.95 per linear foot |
| Parking/Loading Areas (including access) | \$0.04 per square foot |
| Storm Drainage | \$1.00 per linear foot |

CONSTRUCTION ADMINISTRATION

Note: Fees to be collected upon approval of construction drawings.

| | |
|---------------------------------|------------------------|
| Roadway (public and/or private) | \$1.05 per linear foot |
| Storm Drainage | \$1.00 per linear foot |

LAW ENFORCEMENT SERVICES / FINES / FEES

FINGERPRINTING

| | |
|---|---------|
| Fingerprinting (up to two cards) | \$10.00 |
| Fingerprinting (each additional card after two) | \$5.00 |
| Fingerprinting of Children (Fingerprint cards for parents to maintain for identification) | Free |

NOISE VIOLATIONS

| | |
|------------|---|
| Noise Fine | \$25.00 [1 st offense within 12 months] |
| | \$50.00 [2 nd offense within 12 months] |
| | \$100.00 [3 rd offense within 12 months] |
| | \$250.00 [each offense above 3 within 12 months] |

FALSE ALARMS

| | |
|--|--|
| False Business or Residential Alarm Fine | Warning [1 st – 3 rd Offense within 12 months] |
| | \$50.00 [4 th Offense within 12 months] |
| | \$100.00 [Each offense above 4 within 12 months] |

PARKING FINES

| | |
|--------------|--|
| Parking Fine | \$10.00 [1 st Offense within 12 months] |
| | \$25.00 [2 nd Offense within 12 months] |
| | \$50.00 [3 rd Offense within 12 months] |
| | \$100.00 and vehicle removal [Each offense above 3 within 12 months] |

POLICE REPORTS

| | |
|--------------------------|--------|
| Copies of Police Reports | \$5.00 |
|--------------------------|--------|

PRECIOUS METALS DEALER PERMIT

| | |
|---|--|
| Precious Metals Annual Dealer Permit Fee | \$180.00 |
| SBI Fingerprint Processing Fee | \$38.00 (Pass-thru fee that goes to SBI) |
| Precious Metals Employee Application Fee | \$10.00 |
| Precious Metals Employee Annual Renewal Fee | \$3.00 |



MISCELLANEOUS CHARGES AND FEES

“Actual cost” will be agreed upon before the work is done and is calculated based on number of pages at per page copy rate. Printing is done at material cost.

PRINTS AND COPIES

| Copies | |
|--------------------------------|--|
| CD | \$1.00 |
| Copies (letter/legal/ledger) | \$0.10 per page (current & archived files) |
| Minutes | Actual cost |
| Official Transcripts | Actual cost |
| Other Maps, Studies, & Reports | Actual cost |

| Manuals | |
|---------------------------------|-------------|
| Creedmoor Development Ordinance | Actual cost |
| Land Use Plan | Actual cost |
| Code of Ordinance | Actual cost |
| Design Manual & Standard Specs | Actual cost |

| Maps + Large format | |
|--|----------------------|
| <i>Plotting type determined by GIS Administrator</i> | |
| Official Zoning District Map | Actual cost |
| Land Use Plan Map | Actual cost |
| Copies (Plat/Plan Size) | Actual cost |
| Basic Plotting (36" plain paper) | \$1.57 per roll foot |
| Image Plotting (36" plain paper) | \$4.46 per roll foot |
| Presentation Plotting (36" photo paper) | \$9.28 per roll foot |

PENALTIES AND ADMINISTRATIVE FEES

| | |
|---|---|
| Returned Check | \$25.00 or maximum allowed by state law |
| Remote Payment Convenience Fee | \$1.50 per transaction |
| <i>The convenience fee is charged by the credit card processing companies and is applicable to all credit card payments made via phone and online transactions. Payments for facility rentals where a set non-refundable application fee is charged are exempt from this fee.</i> | |



PLANNING AND ZONING FEES

Planning and Zoning fees for zoning, subdivision, and site activity are assessed by the Community Development Department. If a third submittal is required, an additional review fee will be collected. Note: Handicap access ramp additions to single-family residential structures are exempt from zoning and building permit/inspection fees.

ANNEXATION PETITIONS

Annexation petitions include initial zoning process at no charge.

| | |
|--|-----------|
| Annexation Petition | No Charge |
| Annexation Petition & Zoning (areas outside the ETJ) | No Charge |

APPEALS/VARIANCES

| | |
|---|----------|
| Appeal/Variance to Board of Adjustment | \$400.00 |
| Appeal of Planning Board Decision to Board of Commissioners | \$400.00 |

PLAN REVIEW

Fee paid with application; If a third submittal is required, a new fee must be paid.

Site Plan Review

| | |
|-------------|-----------------------------------|
| Sketch Plan | \$100.00 per sheet per session |
| Site Plan | \$600.00 + Sketch Plan review fee |

Major Subdivision Review

| | |
|--|--------------------------------|
| Sketch Plat/Plan Review | \$100.00 per sheet per session |
| Preliminary Plat Review (Minor) – 5 lots or less | \$450.00 |
| Preliminary Plat Review (Major) – More than 5 lots | \$500.00 + \$10.00 per lot |
| Preliminary Plat – Minor Revision | \$250.00 |
| Preliminary Plat – Major Revision | \$450.00 |
| Final Plat Review – Major Subdivision | \$175.00 per map sheet |
| Letter of Credit Review (includes partial release requests) | \$2,500.00 |

Minor Subdivision Review

| | |
|-------------------|-----------------------|
| Final Plat Review | \$50.00 per map sheet |
|-------------------|-----------------------|

Miscellaneous Services

| | |
|----------------------------------|-----------------|
| Conveyance Plat | \$10.00 per lot |
| Recombination Plat | No Charge |
| Time Extension for Plat Approval | \$150.00 |

SIGN PERMITS

| | |
|---|------------------|
| Permanent Sign | \$100.00 |
| Temporary Sign (where permit is required) | \$25.00 per sign |
| Master Sign Permit | \$350.00 |



ZONING COMPLIANCE PERMITS

| | |
|--|-------------------------------------|
| Conditional Use Permit | \$800.00 |
| Single/Two Family Structures/Mobile Homes | \$75.00 |
| Single Family Attached/Multi-Family | \$100.00 |
| Residential Addition/Accessory Structure/Shed/Deck | \$75.00 |
| Commercial/Institutional/Industrial | \$100.00 (without site plan review) |
| Temporary Construction Trailers | \$75.00 |
| Temporary Use Permits | \$75.00 |
| Fence Permit | \$20.00 |

ZONING STUDIES, VERIFICATIONS, AND CERTIFICATES OF NON-CONFORMITY

| | |
|---|----------|
| Zoning Authorization (for Granville County Inspections) | \$25.00 |
| Zoning Verification Letter | \$100.00 |
| Certificate of Non-Conformity | \$100.00 |

ZONING TEXT AND MAP AMENDMENTS

| | |
|--|-----------|
| Initial Zoning (after annexation) | No Charge |
| Text Amendment (including a land use plan amendment) | \$700.00 |
| Vested Rights Procedure | \$600.00 |
| Vested Rights Extension | \$150.00 |
| Zoning Map Amendment | \$700.00 |

OTHER

| | |
|--|------------------|
| Home Occupation Permits | \$100.00 |
| Peddlers | |
| Food Truck (per location)* | \$100.00 |
| Solicitor and Transient Vendor Registration Fee (e.g., ice cream truck, door to door sales, etc.)** | \$25.00 Annually |
| *Requires a <i>Zoning Compliance Permit Application</i> . | |
| **Requires a <i>Peddler Registration Form</i> . | |

PENALTIES

| | |
|-------------------------------------|--|
| Code Enforcement Administrative Fee | 10% of past due or unpaid fines (including remediation costs, legal expenses, etc.) |
|-------------------------------------|--|



RECREATION FACILITIES AND RENTAL FEES

City residents (must live within Creedmoor city limits), senior citizens, military, 501(c)(3) non-profits, and city employees are eligible for 25% discount on base rental fees. Proof of eligibility is required at time of reservation and again at time of rental (e.g., government-issued photo identification, federal EIN# for non-profits, etc.). For-profit organizations charging attendees for any part of the event (admission, food, beverage, services, etc.) will be charged an additional 25% on base rental fees. Discount or surcharge is not applied to the non-refundable application fee or other fees which may be incurred due to rental usage.

For more information, call the Creedmoor Community Center at (919) 528-3332.

CREEDMOOR COMMUNITY CENTER

REC CARD

All community center users are required to have a current Rec Card. Online payment and registration are available at www.cityofcreedmoor.org/RecCard or through a public kiosk located at the community center. Community center staff cannot accept any form of payment. In-person payments via cash or credit card for Rec Cards, program registration, or facility rentals are accepted only at Creedmoor City Hall during normal business hours.

| | City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees | Non-Residents |
|--|--|---------------|
| Each User | \$5 | \$25 |
| <i>Children under the age of 16 are free with parent/guardian account; A separate registration is required for each child.</i> | | |

B.C. ROBERTS FIELD

| | City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees | Non-Residents | For-Profit Organizations |
|---|--|---------------|-----------------------------|
| 2-Hour Minimum | \$15 | \$20 | \$25 |
| Each Additional Hour | \$7 | \$10 | \$12 |
| After-Hours Fee* | \$15 Per hour | \$15 Per hour | \$15 Per hour |
| Field Lighting Fee | \$20 | \$20 | \$20 |
| Convenience Fee <i>Credit card phone & online payments</i> | \$1.50 | \$1.50 | \$1.50 |

*After-hours fee imposed for rentals after 8:00 pm (Monday – Friday) or after 1:00 pm (Saturday and Sunday).

GYMNASIUM

The gymnasium is open for public use during normal operating hours except for the days and times listed below when it is reserved for private reservations. Other days and times may be available by special request. If you wish to use the facility for open play, please call prior to arrival to learn if the space has been reserved.

| Gymnasium Rental Periods Available | | |
|------------------------------------|-----------------------------|-------------------------------|
| <i>Monday (6 – 8 pm)</i> | <i>Friday (6 – 8 pm)</i> | <i>Saturday (after 1 pm)*</i> |
| <i>Wednesday (6 – 8 pm)</i> | <i>Saturday (8 – 10 am)</i> | <i>Sunday (after 1 pm)*</i> |

| | City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees | Non-Residents | For-Profit Organizations |
|---|--|---------------|-----------------------------|
| 2-Hour Minimum | \$30 | \$40 | \$50 |
| Each Additional Hour | \$15 | \$20 | \$25 |
| After-Hours Fee* | \$15 per hour | \$15 per hour | \$15 per hour |
| Convenience Fee <i>Credit card phone & online payments</i> | \$1.50 | \$1.50 | \$1.50 |

*After-hours fee imposed for rentals after 8:00 pm (Monday – Friday) or after 1:00 pm (Saturday and Sunday).



EVENT ROOM

Half-day or full day rentals are available. Half-day rental periods are between 8 am – 2 pm or 2 – 8 pm; Full day rentals are any rental over 5 hours.

Maximum occupancy is 153 persons. Seating arrangements with tables can accommodate approximately 112. Other features are described in the Creedmoor Community Center Rules and Regulations or can be viewed at www.cityofcreedmoor.org/recreation.

| | City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees | Non-Residents | For-Profit Organizations |
|-----------------------------|--|---------------|-----------------------------|
| Half-Day Base Rental | \$131 | \$175 | \$218 |
| Full-Day Base Rental | \$262 | \$350 | \$437 |
| After-Hours Fee* | \$15 per hour | \$15 per hour | \$15 per hour |
| Application Fee** | \$25 | \$25 | \$25 |
| Kitchen Fee | \$15 | \$15 | \$15 |
| Cleaning/Damage Deposit ^ | \$250 | \$250 | \$250 |

*After-hours fee imposed for rentals after 8:00 pm (Monday – Friday) or after 1:00 pm (Saturday and Sunday).

**Non-refundable.

^ Conditionally refundable.

SMALL MEETING ROOMS I & II

Half-day or full day rentals are available. Half-day rental periods are between 8 am – 2 pm or 2 – 8 pm; Full day rentals are any rental over 5 hours.

Small meeting rooms accommodate 19- 20 persons. Other features and available equipment are described in the Creedmoor Community Center Rules and Regulations or can be viewed at www.cityofcreedmoor.org/recreation.

| | City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees | Non-Residents | For-Profit Organizations |
|-----------------------------|--|---------------|-----------------------------|
| Half-Day Base Rental | \$18 | \$25 | \$31 |
| Full-Day Base Rental | \$37 | \$50 | \$62 |
| After-Hours Fee* | \$15 per hour | \$15 per hour | \$15 per hour |
| Application Fee** | \$15 | \$15 | \$15 |
| Cleaning/Damage Deposit ^ | \$50 | \$50 | \$50 |

*After-hours fee imposed for rentals after 8:00 pm (Monday – Friday) or after 1:00 pm (Saturday and Sunday).

**Non-refundable.

^ Conditionally refundable.

LARGE MEETING ROOM

Half-day or full day rentals are available. Half-day rental periods are between 8 am – 2 pm or 2 – 8 pm; Full day rentals are any rental over 5 hours.

Large meeting room accommodates up to 39 persons. Other features and available equipment are described in the Creedmoor Community Center Rules and Regulations or can be viewed at www.cityofcreedmoor.org/recreation.

| | City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees | Non-Residents | For-Profit Organizations |
|-----------------------------|--|---------------|-----------------------------|
| Half-Day Base Rental | \$37 | \$50 | \$62 |
| Full-Day Base Rental | \$75 | \$100 | \$124 |
| After-Hours Fee* | \$15 per hour | \$15 per hour | \$15 per hour |
| Application Fee** | \$15 | \$15 | \$15 |
| Cleaning/Damage Deposit ^ | \$50 | \$50 | \$50 |

*After-hours fee imposed for rentals after 8:00 pm (Monday – Friday) or after 1:00 pm (Saturday and Sunday).

**Non-refundable.

^ Conditionally refundable.



LAKE ROGERS PARK

PARK HOURS: Sunrise – Sunset

CONCESSION STAND HOURS: Mid-April thru October (Fridays, Saturdays, Sundays, & Holidays) 10:00 a.m. - 7:00 p.m.
Boat rental (photo ID required) &/or launch fees payable at City Hall or at the concession stand during regular operating hours.

BOAT LAUNCH

| | City Resident, Senior Citizen, Military, & City Employees | Non-Residents |
|---|--|---------------|
| Daily Pass | \$4 | \$6 |
| Annual Pass (Valid Jan 1 to Dec 31) | \$37 | \$50 |
| Convenience Fee <i>Credit card phone & online payments</i> | \$1.50 | \$1.50 |

BOAT RENTAL

Jon Boats with Oars*

| | City Resident, Senior Citizen, Military, & City Employees | Non-Residents |
|-----------------|--|---------------|
| Per Hour | \$3 | \$5 |
| 5+ Hours | \$11 | \$15 |

*Boaters are permitted to bring and use their own trolling motors.

Pedal Boats and Nucanoes

| | City Resident, Senior Citizen, Military, & City Employees | Non-Residents |
|-----------------|--|---------------|
| Per Hour | \$5 | \$7 |
| 5+ Hours | \$15 | \$20 |

SHELTER RENTAL

Shelter reservations only available at City Hall during normal business hours.

| | City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees | Non-Residents | For-Profit Organizations |
|---|--|---------------|-----------------------------|
| Large Shelter #1 | | | |
| 2-Hour Minimum | \$30 | \$40 | \$50 |
| Each Additional Hour | \$11 | \$15 | \$18 |
| All Day | \$75 | \$100 | \$125 |
| Convenience Fee <i>Credit card phone & online payments</i> | \$1.50 | \$1.50 | \$1.50 |
| Small Shelters #2, #3, or #4 | | | |
| 2-Hour Minimum | \$15 | \$20 | \$25 |
| Each Additional Hour | \$7 | \$10 | \$12 |
| All Day | \$37 | \$50 | \$62 |
| Convenience Fee <i>Credit card phone & online payments</i> | \$1.50 | \$1.50 | \$1.50 |



HARRIS PARK

PARK HOURS: *Sunrise – Sunset*

SHELTER RENTAL

Shelter reservations only available at City Hall during normal business hours.

| | City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees | Non-Residents | For-Profit Organizations |
|---|--|---------------|-----------------------------|
| Picnic Shelter | | | |
| 2-Hour Minimum | \$15 | \$20 | \$25 |
| Each Additional Hour | \$7 | \$10 | \$12 |
| All Day | \$37 | \$50 | \$62 |
| Convenience Fee <i>Credit card phone & online payments</i> | \$1.50 | \$1.50 | \$1.50 |

HORSE SHOE PITS

Horse shoe rental available at City Hall during normal business hours.

| | |
|--------------------|------|
| Refundable Deposit | \$20 |
|--------------------|------|



STORMWATER MANAGEMENT FEES

STORMWATER MANAGEMENT SERVICES AGREEMENT

| | |
|----------------------------------|-----------------------|
| Stormwater Maintenance Agreement | Attorney Fees + \$10% |
|----------------------------------|-----------------------|

STORMWATER PLAN REVIEW FOR NEW CONSTRUCTION

| | |
|---|--|
| Stormwater Quality (BMP) and/or Stormwater Detention Facilities Permit Application | \$250 each plus Engineering Review Costs |
|---|--|

CONSTRUCTION ADMINISTRATION

| | |
|--|------------|
| Stormwater Quality (BMP) and/or Stormwater Detention Facilities | \$500 each |
|--|------------|

STORMWATER UTILITY RATES

Calculated by the Stormwater Administrator and billed by Granville County Tax Office.

For Businesses, the fee is calculated by BASE FEE + IMPERVIOUS + ACREAGE.

For Single Family Homes the fee is based on the acres in the parcel and can be looked up in the table below.

For vacant land the fee is BASE FEE + ACREAGE FEE.

Business (Base Fee + Impervious + Acreage)

| | |
|------------------------|---|
| Base Fee | \$12.00 per year |
| Impervious Surface Fee | \$70.00 per 2,600 Square Feet of impervious surface |
| <i>Acreage Fee</i> | |
| 1 – 1.99 Acres | \$25.00 per year |
| 2 – 9.99 Acres | \$50.00 per year |
| 10 – 99.99 Acres | \$75.00 per year |
| 100+ Acres | \$100.00 per year |

Single Family Home

| | |
|--------------------------|-------------------|
| Lot < 1.99 Acres | \$107.00 per year |
| Lot 2 Acres – 9.99 Acres | \$132.00 per year |
| Lot 10 Acres – 100 Acres | \$157.00 per year |

Vacant Land (Base Fee + Acreage)

| | |
|------------------|-------------------|
| Base Fee | \$12.00 per year |
| 1 – 1.99 Acres | \$25.00 per year |
| 2 – 9.99 Acres | \$50.00 per year |
| 10 – 99.99 Acres | \$75.00 per year |
| 100+ Acres | \$100.00 per year |



YARD DEBRIS COLLECTION

Yard Debris Policy

Residential service only. City provides one (1) free pick-up per month. Yard debris must comply with the [Debris Pickup Policy](#).

- **NEW!** Residents are strongly encouraged to place their yard debris in biodegradable bags. Beginning January 1, 2021, biodegradable bags will be required and pick-ups will not occur unless biodegradable bags are used.
- **NEW!** Residential yard debris is limited to 4 cubic yards (approximately one pickup truck load) per household per debris pick-up day. Additional pick-ups on the same or subsequent day(s) within the same month will incur a \$30 charge for each pick-up. Failure to pay the \$30 will result in no further debris pick-up service until payment is made.
- All tree limbs **must be cut to 3-foot lengths** (or less) and be **stacked in the same direction**.
- Soil or inorganic material cannot be included with the yard debris.
- Additional details can be found at www.cityofcreedmoor.org/yarddebris.

| | |
|--|---------|
| One residential yard debris pick-up per month <i>Limitation of 4 cubic yards (approx one pickup truckload)</i> | Free |
| Each additional pick-up <i>Additional pick-up on same day due to excessive debris greater than 4 cubic yards or additional pick-up scheduled on subsequent pick-up day.</i> | \$30.00 |

UTILITY SERVICES

WATER & SEWER SERVICES

The South Granville Water & Sewer Authority (SGWASA) provides water & sewer services to the residents and businesses of Creedmoor.

SGWASA Contact Information

415 Central Avenue, Suite B
Butner, NC 27509
(P) 919.575.3367 (F) 919.575.4547
www.sgwasa.org
Office Hours: Monday –Friday // 8:00 a.m. - 5:00 p.m.

TRASH & RECYCLING COLLECTION SERVICES

Waste Industries provides trash & recycling collection services to the residents and businesses of Creedmoor.

Waste Industries Contact Information

241 Vanco Mill Road
Henderson, NC 27536
(P) 252.438.5333 or 919.693.8669 (F) 252.431.1635
www.wasteindustries.com
Office Hours: Monday - Friday // 8:00 a.m. – 5:00 p.m.



| Department | Year | Make | Model | Description | City Equipment Number | Mileage/Hours (as of 04/2020) | Replacement Year | FY21 | FY22 | FY23 | FY24 | FY25 | FY26 |
|--------------------------------|-------|--------------------|-----------------|-------------------------|-----------------------|-------------------------------|------------------|-----------|-----------|------|------|-----------|-----------|
| Administration | 2010 | Chev | Impala | City Car | CH1 | 24900 | | | | | | \$ 35,000 | |
| | 2011 | Chev | Silverado 1500 | TK | M7 | 55733 | | | | | | | \$ 45,000 |
| Code Enforcement & Police Dept | 1997 | Chev | S' Truck | Light Weight Truck | 710 | 42347 | N/A | | | | | | |
| | 2010 | HOHA Horton Hybrid | 7x16 TA | PD Trailer | M-24 | | N/A | | | | | | |
| | 2012 | Look | Utility Trailer | PD Trailer | 711 | | N/A | | | | | | |
| | 2013 | Dodge | Charger | Patrol Car | 704 | 95250 | 2023 | | \$ 50,985 | | | | |
| | 2013 | Dodge | Charger | Unmarked Police Vehicle | 700 | 116350 | 2022 | \$ 39,000 | | | | | |
| | 2014 | Dodge | Charger | Patrol Car | 714 | 65731 | 2021 | \$ 50,600 | | | | | |
| | 2014 | Dodge | Charger | Patrol Car | 712 | 59973 | 2022 | \$ 49,500 | | | | | |
| | 2014 | Ford | Explorer | Investigations Vehicle | 703 | 65215 | 2023 | | \$ 37,080 | | | | |
| | 2015 | Dodge | Charger | Patrol Car | 705 | 55227 | 2024 | | \$ 52,515 | | | | |
| | 2015 | Ford | Fusion | Unmarked Police Vehicle | 713 | 50667 | 2024 | | \$ 38,192 | | | | |
| | 2016 | Ram | Truck | 4 WD Patrol Vehicle | 706 | 42541 | 2025 | | \$ 54,090 | | | | |
| | 2017 | Dodge | Durango | Unmarked Police Vehicle | 701 | 50100 | 2025 | | \$ 39,338 | | | | |
| | 2018 | Dodge | Charger | Patrol Car | 707 | 29038 | 2026 | | | | | | \$ 55,712 |
| 2018 | Dodge | Charger | Patrol Car | 708 | 17342 | 2027 | | | | | | | |
| 2019 | Dodge | Charger | Patrol Car | 709 | 12 | 2028 | | | | | | | |
| Public Works | 2005 | Chev | 2500 | Utility Truck | M4 | 105,240 | 2022 | \$ 40,000 | | | | | |
| | 2006 | Chev | Silverado | Building Inspector | E1 | 84495 | 2022 | | \$ 42,000 | | | | |
| | 2010 | Chev | Silverado 1500 | 1/2 Ton Truck | M1 | 72,800 | 2025 | | | | | \$ 45,150 | |
| | 2012 | Ford | F250 | 3/4 Ton Truck | M5 | 45,950 | 2024 | | | | | | \$ 47,408 |
| | 2013 | Chev | Silverado 1500 | 1/2 Ton Truck | M2 | 36,243 | 2025 | | | | | | |
| | 2018 | Ford | F550 Dump Truck | Commercial Dump Truck | M50 | 5,506 | 2033 | | | | | | |