



CITY OF
Creedmoor



FY 2025 BUDGET



GOVERNING BOARD..... 2

ORGANIZATIONAL CHART 3

BUDGET CALENDAR.....4

FY25 BUDGET MEMORANDUM 5

FY25 BUDGET ORDINANCE 10

GENERAL FUND REVENUES PIE CHART 13

GENERAL FUND EXPENDITURES PIE CHART..... 14

GENERAL FUND DEPARTMENTAL EXPENDITURES 15

STORMWATER FUND REVENUE & EXPENDITURES 20

POWELL BILL REVENUE & EXPENDITURES 21

APPENDICES

 2024-25 Fee and Rate Schedule.....22



From left to right:

Commissioner Edward Gleason ~ egleason@cityofcreedmoor.org.

Mayor Pro Tem Georgana Kicinski ~ gkicinski@cityofcreedmoor.org

Mayor Robert V. Wheeler ~ bwheeler@cityofcreedmoor.org

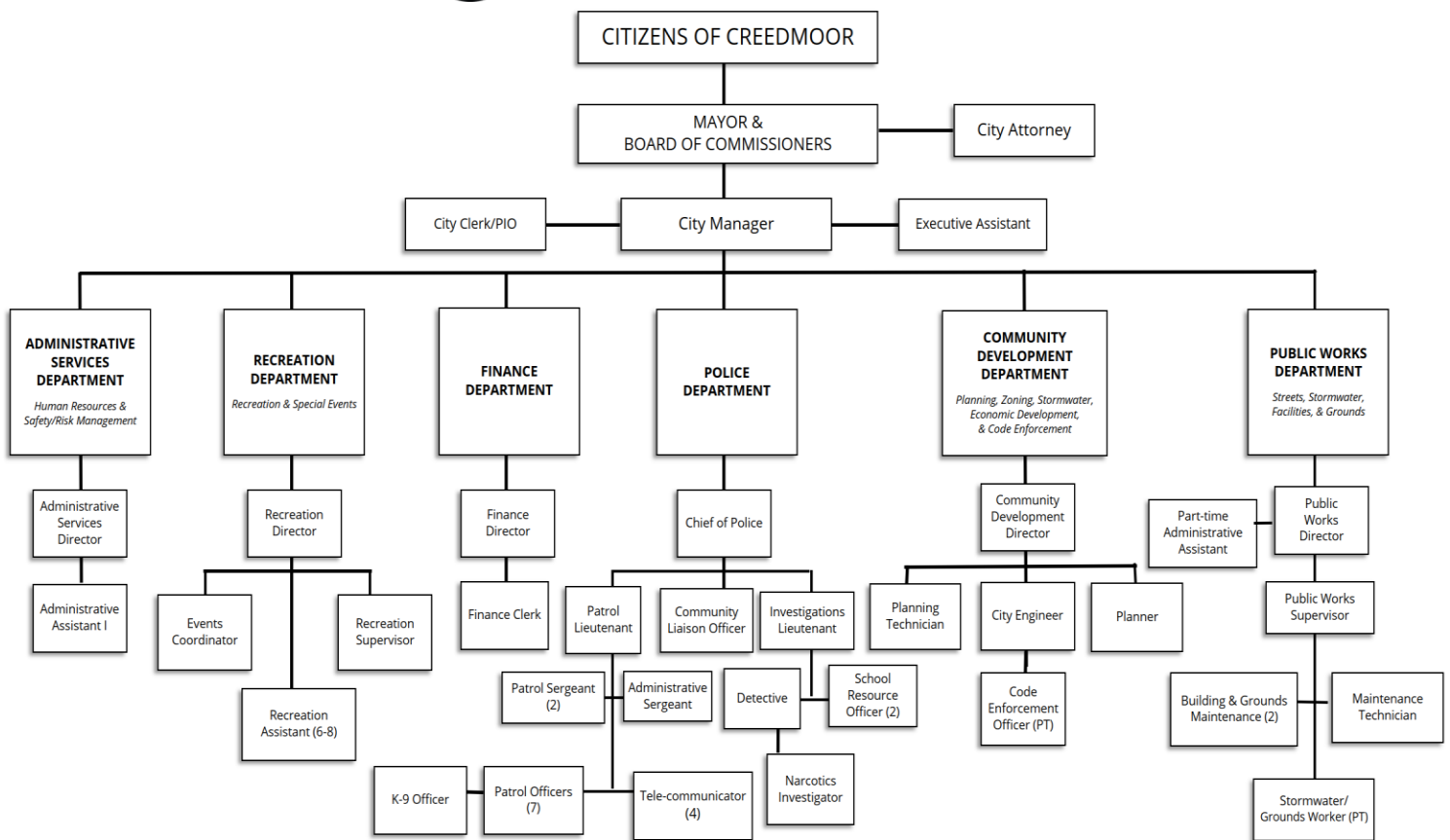
Commissioner Emma Albright ~ ealbright@cityofcreedmoor.org

Commissioner Archer Wilkins ~ awilkins@cityofcreedmoor.org

Commissioner Robert Way ~ rway@cityofcreedmoor.org



City of Creedmoor
ORGANIZATIONAL CHART



Rev 06/2024



**City of Creedmoor
BUDGET CALENDAR**
Fiscal Year 2025
[July 1, 2024 – June 30, 2025]

Annual Strategic Planning Workshop.	Saturday, February 10
Budget-to-Actual reports to department heads by	Tuesday, February 13
Department budget requests to City Manager by	Friday, March 1
Mail request for funding to non-profits on record by	Monday, March 4
Review Creedmoor requests for annual funding (e.g., GC RAC) by	Monday, March 4
Department heads meet w/ CM & Finance Director for department review	March 4 - March 29
Board meets for budget workshop	March 18, April 15, May 20
Budget Ordinance presentation to Board of Commissioners	Monday, May 20
Copy of Budget Ordinance to City Clerk for citizen review	Monday, May 20
<i>Public Notice to BC News for publication on May 20 by</i>	Monday, May 20
Complete purchasing of all essential budget items by	Friday, May 24
<i>Public hearing on proposed FY25 Budget</i>	Tuesday, June 4
<i>Adoption of FY25 Budget</i>	Tuesday, June 4
Tax collection order mailed to Granville County Tax Office	Wednesday, June 5

Italics denotes items with statutory requirements

Presented to Creedmoor Board of Commissioners
Mike Turner, City Manager



CITY OF CREEDMOOR

P.O. Box 765
111 MASONIC STREET
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MAYOR
ROBERT V. WHEELER

CITY MANAGER
MICHAEL O. TURNER

COMMISSIONERS
EMMA ALBRIGHT
ED GLEASON
GEORGANA KICINSKI
ROBERT WAY
ARCHER WILKINS

May 20, 2024

Honorable Mayor and City Commissioners:

After thorough analysis, grasping the needs each City department, and evaluating the details of all funding requests, I am pleased to present the Recommended Budget for Fiscal Year 2024-2025. This budget was strenuous as worked to achieve a tax rate that advances the goals and priorities set by the Board of Commissioners while not causing considerable hardship on the citizens of Creedmoor.

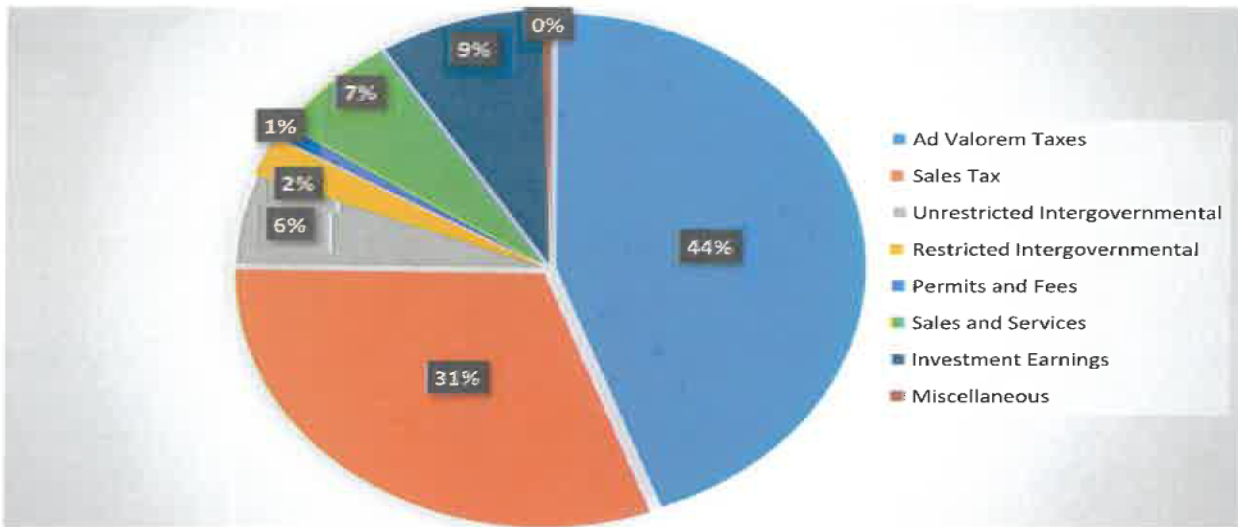
The property tax revaluation that was conducted by Granville County this fiscal year resulted in an additional \$1.7M in property tax revenue equating to growth in overall tax base of \$354M. North Carolina General Statute 159-11€ states, "In each year in which a general reappraisal of real property has been conducted, the budget officer shall include in the budget, for comparison purposes, a statement of the revenue-neutral property tax rate for the budget. The revenue-neutral property tax rate is 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 rate if no reappraisal had occurred." The revenue-neutral rate is \$.3682 per \$100 of valuation. The revenue-neutral rate can include a growth factor equal to the average percentage increase in the tax base due to improvements since the last reappraisal. Annual growth for City of Creedmoor is calculated at 2.74%. If the Board of Commissioners were to adopt a revenue neutral rate, some tax payers would still see an increase in their property tax bill with the inclusion of this growth factor. With making significant cuts and additions, an additional .0518 cents were needed to cover approved increases in spending, making the recommended tax rate \$0.42 per \$100 of valuation.

For fiscal year 2024-2025, revenues are increasing by \$785,000, largely from increases in property and sales taxes. The recommended General Fund budget is \$6,720,740; an increase of 21%. This budget is balanced, with equal revenues and expenditures, and is prepared in accordance with the Local Government and Fiscal Control Act.

Revenues:

Current year property taxes for real property and vehicles are calculated using a formula that incorporates property values, tax rate, and estimated collection rate.

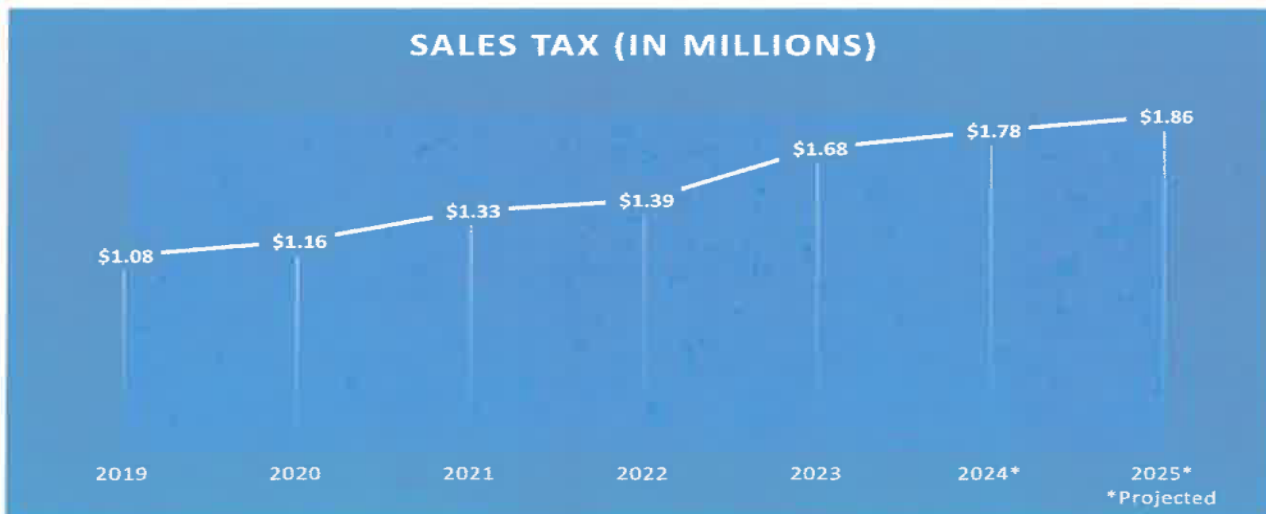
The diagram below illustrates the City of Creedmoor's revenue categories:



Property Tax: Real property tax revenues are estimated at \$2,701,361 using a collection rate of 99.48% from the FY23 audit, an increase of \$402,365 or 18%.

Sales Tax: Sales tax revenue continue to increase from fiscal year to the next. With an increase of 6% in Sales and Use Tax from FY23 to FY24, sales tax is projected to grow 5%, providing \$1.8M in revenue.

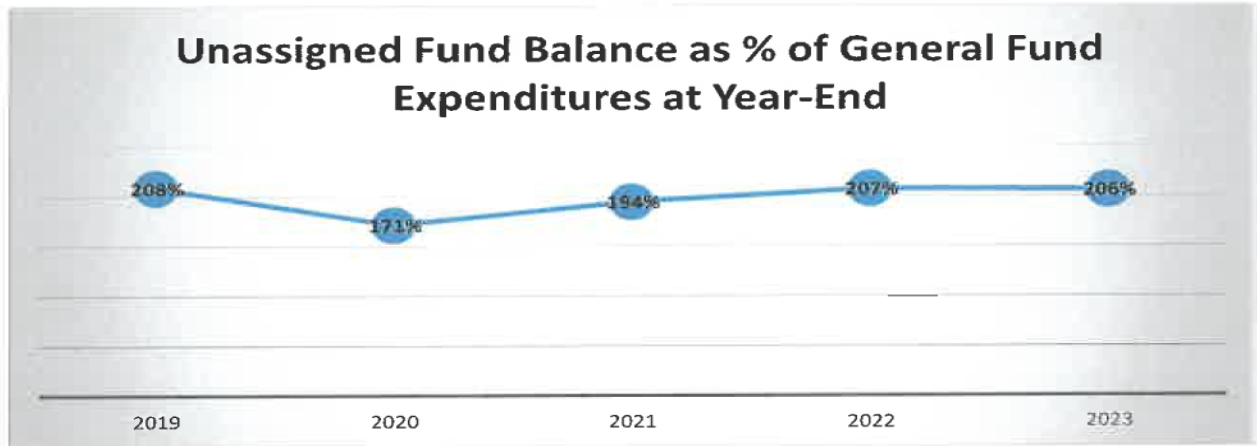
Interest Income: In FY24, the City seen a significant increase in interest income revenue. It is foreseen that interest earnings will remain relatively steady during FY25. We are currently earning 5% interest on funds invested in the North Carolina Capital Management Trust. The estimated interest income revenue for FY25 is \$518,787.





Fund Balance:

It is necessary for all local governments to maintain a fund balance to provide for unanticipated expenses or emergencies and to provide working capital in the first several months of the fiscal year, until adequate revenues are available to fund operations. As stated in the City’s Fiscal Policy Guidelines, it is the goal of the City of Creedmoor to have the Fund Balance Available for Appropriation at 70% of that year’s expenditures. Limiting appropriations of fund balance to non-recurring expenses and then only when it is at a level healthy enough to warrant spending is fiscally responsible. The amount of Unassigned Fund Balance is reflected in the graph below.

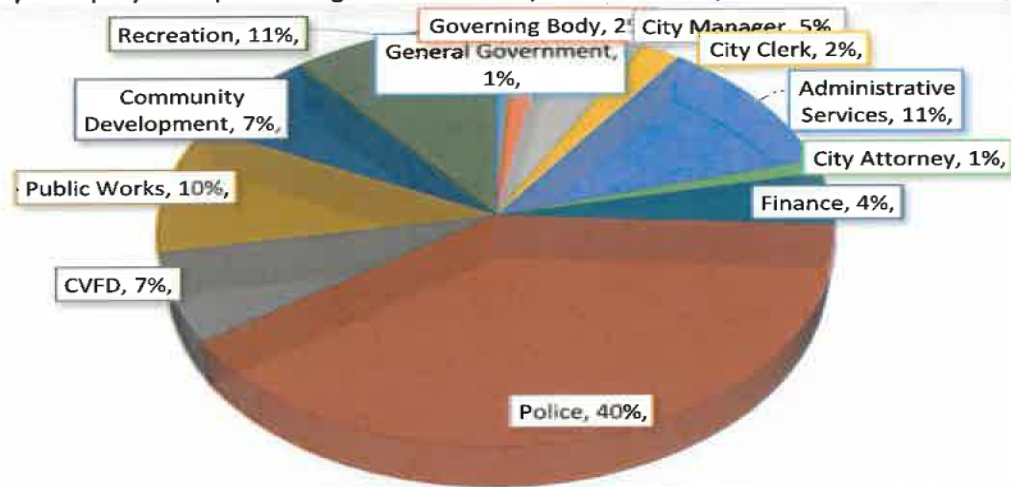


For FY25, \$661,588 is appropriated to sustain the City’s general fund, which is an increase of \$348,872 from FY24.

Expenditures:

The economy continues to face challenges with inflationary pressures, steadily increasing construction costs, and availability of supplies. One method of measuring inflation, is the Consumer Price Index, measuring the cost of public goods and services for the southeastern region is up 3.8% over the past twelve months. This level of inflation is echoed in higher operating costs for City Departments.

The below graph displays the percentage that each department comprises of the total budget.





Some expenditure highlights in the Recommended FY25 Budget include:

- 3.6% Cost-of-Living Adjustment recommended for full time employees. Average anticipated cost of living adjustment from the North Carolina League of Municipalities survey.
- Two replacement vehicles for Community Development (\$34,000) and Public Works (\$73,613)
- Portable and mobile/vehicle radios for PD totaling \$140,000
- Hustler 54” Super Z Mower for Public Works in the amount of \$13,633
- Hydraulic Skid Cutter for Public Works in the amount of \$7,654
- Open Space Stewardship (Lake Rogers North and East of Brogden Rd) with an estimated cost of \$44,100
- Engineering and construction of public parking lots (Elm, Sanderford, Masonic, Main & Chief Street, Lodge No 499, and Drug Store) with an estimated cost of \$114,000
- City Wide Emergency Operations Plan with an estimated cost of \$20,000
- Recreation System Wide Master Plan with an estimated cost of \$75,000
- Replacement of Christmas Tree used for the tree lighting totaling \$20,000
- The replacement of two 2-person pedal boats cost \$16,000 (\$8,000 each)
- Upgrades and Improvements to the Lake Rogers bathrooms and the Community Center will roughly cost \$22,000

This Recommended Budget includes the addition of Planner in Community Development (partially funded by the Stormwater Fund), Narcotics/Gang Investigator in the Police Department, the reclassification of one position in the Police Department to a K9 Officer, and a part-time Administrative Assistant in Public Works.

Outside Agency Funding: Each fiscal year, the City provides funding to support various County organizations and other nonprofit agencies. The total allocation for outside agency funding is \$7,700 and are listed below:

Families Living Violence Free	\$1,000
Creedmoor Cemetery Association	\$4,200
Granville County Search and Recovery	\$2,000
Granville County Historical Society	\$500

Stormwater Fund:

The Stormwater Fund in the City of Creedmoor is the City’s only Enterprise fund. The Enterprise Funds are used to account for operation that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges. In FY24, Raftelis conducted a fee rate study for the City’s stormwater fund. The current fees and rates have been in place since 2012. Through this study, it has been discovered and presented that it is the best interest of the City to adjust stormwater fees and rates. The FY25 recommended budget includes the necessary adjustment to the current rates. The total FY25 recommended budget for the stormwater fund is \$501,954. Increase in expenditures are due to increase of salaries due to the proposed merit and cost of living adjustments, as well the addition of the new planner position in Community Development.



Powell Bill:

The total FY25 recommended budget for the Powell Bill fund is \$351,000, appropriating \$165,000 of fund balance to fund the engineering and construction of City sidewalks. Increase in salaries are due to proposed merit and cost of living adjustments.

In Conclusion

The Fiscal Year 2024-2025 Recommended Budget maintains the current City services, addresses the priorities set by the Board of Commissioners, and supports the exceptional workforce of the City of Creedmoor. I welcome your suggestions and comments as we prepare for our Budget Hearing as well as upcoming meetings, as needed, to discuss this proposed budget.

I would like to publicly express my appreciation to the City Finance Director and Department Heads for their assistance in developing a fiscally responsible recommended budget. Under the leadership and direction of the Board of Commissioners, I look forward to another successful year that brings us closer to achieving the goals identified by the Board and enhancing the level of service we provide to the citizens of Creedmoor.

Respectfully submitted,

Michael Turner
City Manager



2024- O-05



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MAYOR

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ED GLEASON

City of Creedmoor
ANNUAL BUDGET ORDINANCE
FISCAL YEAR 2025

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, 2024 and ending June 30, 2025.

EXPENDITURE SUMMARY

General Fund	\$ 6,720,740
Stormwater Fund	501,954
Powell Bill Fund	<u>351,000</u>
	\$ 7,573,694

SECTION 1 GENERAL FUND

Forecasted Revenues by Category

Ad Valorem Taxes	\$ 2,708,361
Other Taxes	\$ 1,859,473
Unrestricted Intergovernmental	\$ 342,000
Restricted Intergovernmental	\$ 150,000
Permits and Fees	\$ 53,000
Sales and Service	\$ 402,531
Interest Earnings	\$ 518,787
Miscellaneous	\$ 25,000
Fund Balance Transfer	<u>\$ 661,588</u>
Total	\$ 6,720,740



Authorized Expenditure by Department

General Government	\$ 36,000
Governing Body	\$ 109,448
City Manager	\$ 356,973
City Clerk	\$ 140,766
Administrative Services	\$ 735,566
City Attorney	\$ 60,000
Finance	\$ 287,210
Police	\$ 2,705,482
Creedmoor Volunteer Fire Department	\$ 446,726
Public Works	\$ 641,641
Community Development	\$ 471,609
Recreation	\$ 729,318
Total	\$ 6,720,740

SECTION 2 STORMWATER FUND

Forecasted Revenue and Funding Source by Category

Stormwater Fees	\$ 461,154
Fund Balance Transfer	-
Interest Earnings	40,000
Total	\$ 501,954

Authorized Expenditure by Department

Administrative & Planning	\$ 335,842
Repairs & Improvements	145,412
Service Payments	20,700
Total	\$ 501,954

SECTION 3 POWELL BILL FUND

Forecasted Revenue and Funding Source by Category

Restricted Intergovernmental	\$ 153,000
Investment Earnings	33,000
Fund Balance Appropriated	165,000
Total	\$ 351,000

Authorized Expenditure by Department

Powell Bill Department	\$ 351,000
Total	\$ 351,000

SECTION 4 LEVY OF TAXES

There is hereby levied, for Fiscal Year 2024, an Ad Valorem tax rate of **42¢** per one hundred dollars (\$100.00) valuation of taxable property as listed for taxes as of January 1, 2023, 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 \$661,626,993.



SECTION 5 RESTRICTIONS ON BUDGET OFFICER

Inter-fund 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 inter-fund 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 2023

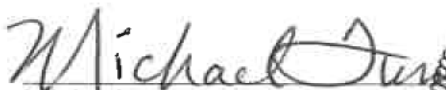
Operating funds encumbered by an outstanding purchase order as of June 30, 2024 are hereby re-appropriated to Fiscal Year 2025. Re-appropriation will be by a budget amendment at the August 7, 2024 Board of Commissioners' meeting in Fiscal Year 2025.

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, 2024 and ending June 30, 2025. 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.

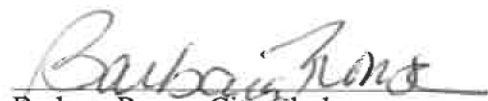
Adopted this 4th day of June, 2024.


Michael Turner
City Manager



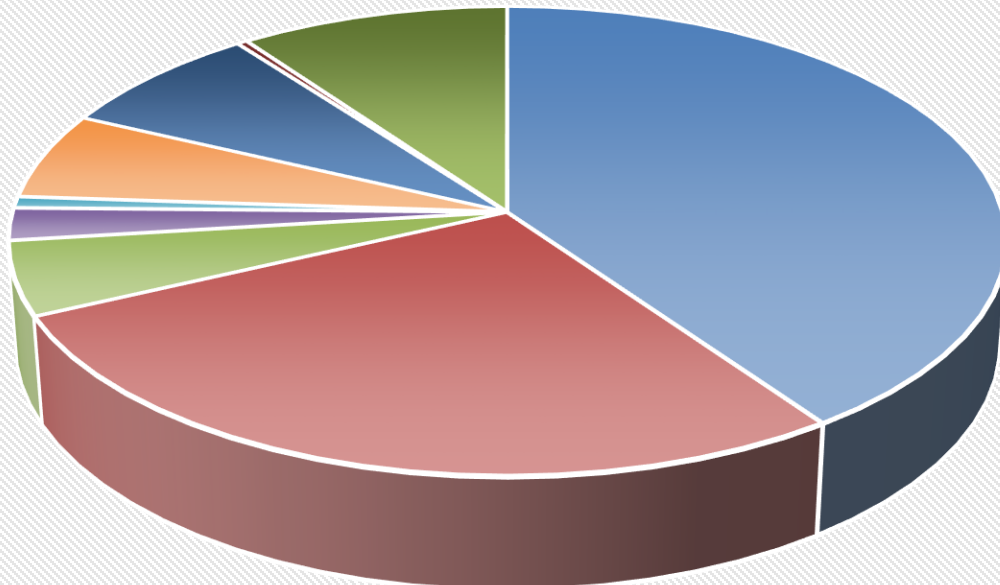

Robert V. Wheeler
Mayor

ATTEST:


Barbara Rouse, City Clerk



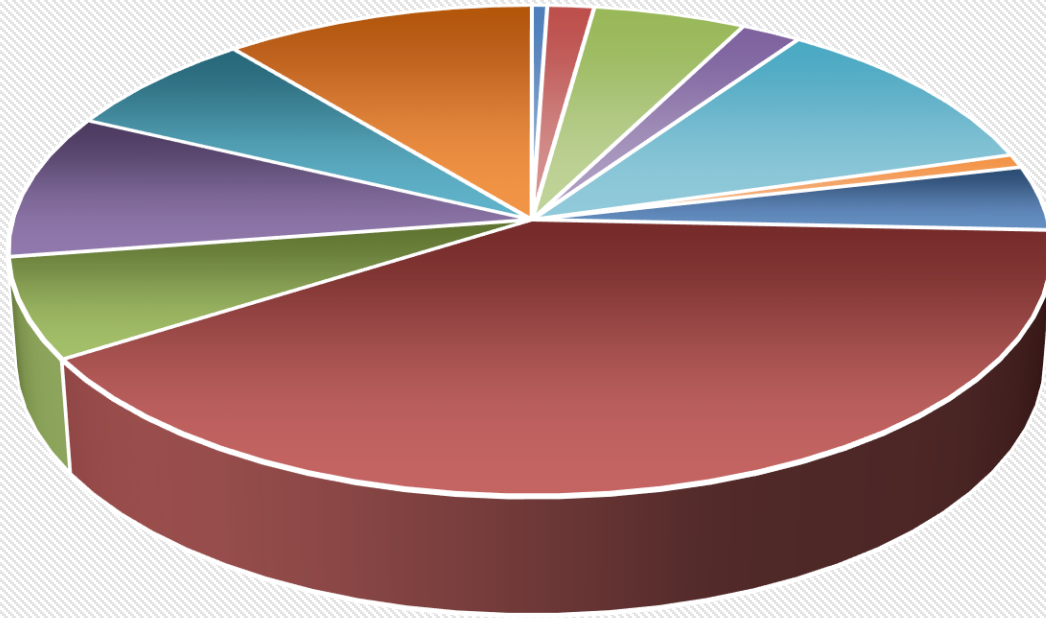
General Fund Revenue



- Ad Valorem
- Other Taxes
- Unrestricted Intergovernmental
- Restricted Intergovernmental
- Permits and Fees
- Sales and Service
- Interest Earnings
- Miscellaneous
- Fund Balance Appropriated



General Fund Expenditures



- General Government
- Governing Body
- City Manager
- City Clerk
- Administrative Service
- City Attorney
- Finance
- Police
- Fire
- Public Works
- Community Development
- Recreation



General Ledger Budget Report
City Of Creedmoor
Fiscal Year 2025 - Budget Scenario 1

Account Number	Account Description	Request	Recommend	Approve
Fund 10 GENERAL FUND 10				
4100 GENERAL GOVERNMENT				
10-4100-0420	DOWNTOWN BANNERS/DECORATIONS	\$20,800.00	\$12,300.00	\$12,300.00
10-4100-0810	SPECIAL PROJECTS	\$20,000.00	\$20,000.00	\$20,000.00
10-4100-4710	Marketing	\$3,700.00	\$3,700.00	\$3,700.00
GENERAL GOVERNMENT Dept Total		\$44,500.00	\$36,000.00	\$36,000.00
4110 GOVERNING BODY				
10-4110-0120	MAYOR STIPEND	\$10,500.00	\$10,000.00	\$10,000.00
10-4110-0125	COMMISSIONERS STIPEND	\$40,005.00	\$38,100.00	\$38,100.00
10-4110-0127	APPOINTED BOARDS - PAY	\$5,800.00	\$6,960.00	\$6,960.00
10-4110-0173	FICA MATCH	\$4,307.00	\$4,212.00	\$4,212.00
10-4110-0210	MATERIALS AND SUPPLIES	\$500.00	\$500.00	\$500.00
10-4110-0310	TECHNICAL SERVICES	\$0.00	\$2,800.00	\$2,800.00
10-4110-0405	Dues & Memberships	\$15,791.00	\$15,791.00	\$15,791.00
10-4110-0406	Travel & Training	\$18,000.00	\$18,000.00	\$18,000.00
10-4110-0425	COUNTY SERVICE CONTRIBUTIONS	\$7,700.00	\$7,700.00	\$7,700.00
10-4110-0499	MISCELLANEOUS/EVENTS	\$5,385.00	\$5,385.00	\$5,385.00
GOVERNING BODY Dept Total		\$107,988.00	\$109,448.00	\$109,448.00
4115 CITY MANAGER				
10-4115-0120	SALARIES MANAGER	\$235,087.00	\$235,087.00	\$235,087.00
10-4115-0130	LONGEVITY	\$100.00	\$300.00	\$300.00
10-4115-0135	Manager Bonus	\$308.00	\$308.00	\$308.00
10-4115-0140	Overtime	\$500.00	\$500.00	\$500.00
10-4115-0171	LGERS STATE RETIREMENT	\$32,027.00	\$32,027.00	\$32,027.00
10-4115-0172	401(k) EMPLOYER CONTRIBUTION	\$12,021.00	\$12,021.00	\$12,021.00
10-4115-0173	FICA MATCH	\$18,393.00	\$18,393.00	\$18,393.00
10-4115-0174	INSURANCES	\$11,537.00	\$11,537.00	\$11,537.00
10-4115-0210	MATERIALS AND SUPPLIES	\$500.00	\$500.00	\$500.00
10-4115-0399	Other Contract Services	\$43,500.00	\$43,500.00	\$43,500.00
10-4115-0405	Dues & Memberships	\$600.00	\$600.00	\$600.00
10-4115-0406	Travel & Training	\$1,500.00	\$1,500.00	\$1,500.00
10-4115-0499	MISCELLANEOUS	\$700.00	\$700.00	\$700.00
CITY MANAGER Dept Total		\$356,773.00	\$356,973.00	\$356,973.00
4120 CITY CLERK				
10-4120-0120	SALARIES CLERK	\$78,208.00	\$81,564.00	\$81,564.00
10-4120-0130	LONGEVITY	\$100.00	\$100.00	\$100.00
10-4120-0135	Clerk Bonus	\$308.00	\$308.00	\$308.00
10-4120-0171	LGERS STATE RETIREMENT	\$10,763.00	\$11,148.00	\$11,148.00
10-4120-0172	401(k) EMPLOYER CONTRIBUTION	\$3,861.00	\$4,099.00	\$4,099.00
10-4120-0173	FICA MATCH	\$6,054.00	\$6,271.00	\$6,271.00
10-4120-0174	INSURANCES	\$11,537.00	\$11,537.00	\$11,537.00
10-4120-0210	MATERIALS AND SUPPLIES	\$2,100.00	\$2,450.00	\$2,450.00
10-4120-0211	Codification Printing & Hosting	\$3,500.00	\$3,500.00	\$3,500.00
10-4120-0214	Advertising, General	\$5,000.00	\$5,000.00	\$5,000.00
10-4120-0399	Other Contract Services	\$0.00	\$12,000.00	\$12,000.00
10-4120-0405	Dues & Memberships	\$290.00	\$290.00	\$290.00
10-4120-0406	Travel & Training	\$2,500.00	\$2,500.00	\$2,500.00
CITY CLERK Dept Total		\$124,221.00	\$140,767.00	\$140,767.00
4130 ADMINISTRATIVE SERVICES				
10-4130-0120	Salaries Admin Services	\$123,287.00	\$127,682.00	\$127,682.00
10-4130-0130	Longevity	\$200.00	\$600.00	\$600.00
10-4130-0135	Admin Services Bonus	\$616.00	\$616.00	\$616.00
10-4130-0171	LGERS State Retirement	\$16,872.00	\$17,530.00	\$17,530.00
10-4130-0172	401(k) Employer Contribution	\$6,203.00	\$6,445.00	\$6,445.00
10-4130-0173	FICA Match	\$9,491.00	\$9,861.00	\$9,861.00
10-4130-0174	Insurances	\$23,074.00	\$23,074.00	\$23,074.00
10-4130-0175	Health Plan Admin Fees	\$1,900.00	\$1,900.00	\$1,900.00
10-4130-0197	Retiree Insurances	\$71,563.00	\$71,563.00	\$71,563.00



General Ledger Budget Report
City Of Creedmoor
Fiscal Year 2025 - Budget Scenario1

Account Number	Account Description	Request	Recommend	Approve
Fund 10 GENERAL FUND 10				
4130 ADMINISTRATIVE SERVICES				
10-4130-0200	Employee Other Benefits	\$8,350.00	\$8,350.00	\$8,350.00
10-4130-0210	Materials and Supplies	\$7,800.00	\$7,800.00	\$7,800.00
10-4130-0212	Postage	\$3,500.00	\$3,500.00	\$3,500.00
10-4130-0214	Recruitment & Exams	\$12,200.00	\$9,200.00	\$9,200.00
10-4130-0250	Hardware/Software	\$25,000.00	\$33,500.00	\$33,500.00
10-4130-0310	Technical Services (General)	\$3,000.00	\$3,000.00	\$3,000.00
10-4130-0320	Phone & Internet Service	\$31,545.00	\$32,445.00	\$32,445.00
10-4130-0399	Other Contract Services	\$228,700.00	\$236,700.00	\$236,700.00
10-4130-0405	Dues & Memberships	\$2,500.00	\$2,000.00	\$2,000.00
10-4130-0406	Travel & Training	\$4,000.00	\$4,000.00	\$4,000.00
10-4130-0407	Tuition Reimbursement	\$0.00	\$3,000.00	\$3,000.00
10-4130-0410	Safety Program	\$3,100.00	\$3,100.00	\$3,100.00
10-4130-0445	City Hall Vehicle Maint.	\$2,000.00	\$2,000.00	\$2,000.00
10-4130-0480	Property & Liability Insurance	\$67,000.00	\$67,000.00	\$67,000.00
10-4130-0485	Worker's Compensation	\$55,000.00	\$55,000.00	\$55,000.00
10-4130-0490	Unemployment Compensation	\$5,000.00	\$5,000.00	\$5,000.00
10-4130-0499	Miscellaneous	\$700.00	\$700.00	\$700.00
ADMINISTRATIVE SERVICES Dept Total		\$712,601.00	\$735,566.00	\$735,566.00
4140 CITY ATTORNEY				
10-4140-0610	CITY ATTORNEY	\$62,000.00	\$60,000.00	\$60,000.00
CITY ATTORNEY Dept Total		\$62,000.00	\$60,000.00	\$60,000.00
4230 FINANCE DEPARTMENT				
10-4230-0120	SALARIES FINANCE	\$135,676.00	\$158,107.00	\$158,107.00
10-4230-0130	Longevity	\$200.00	\$200.00	\$200.00
10-4230-0135	Finance Bonus	\$616.00	\$616.00	\$616.00
10-4230-0171	LGERS State Retirement	\$17,457.00	\$21,614.00	\$21,614.00
10-4230-0172	401(k) Employer Contribution	\$6,793.00	\$7,946.00	\$7,946.00
10-4230-0173	FICA Match	\$10,393.00	\$12,158.00	\$12,158.00
10-4230-0174	Insurances	\$23,074.00	\$23,074.00	\$23,074.00
10-4230-0210	Materials and Supplies	\$4,000.00	\$4,350.00	\$4,350.00
10-4230-0325	Auditor Fees	\$25,375.00	\$25,375.00	\$25,375.00
10-4230-0399	Other Contract Services	\$8,000.00	\$8,000.00	\$8,000.00
10-4230-0405	Dues & Memberships	\$670.00	\$670.00	\$670.00
10-4230-0406	Travel & Training	\$6,000.00	\$6,000.00	\$6,000.00
10-4230-0456	Logics Maintenance & Support	\$10,000.00	\$10,000.00	\$10,000.00
10-4230-0476	Bank Charges	\$6,500.00	\$6,500.00	\$6,500.00
10-4230-0478	Debit/Credit Card Fees	\$2,500.00	\$2,500.00	\$2,500.00
10-4230-0499	Miscellaneous	\$100.00	\$100.00	\$100.00
FINANCE DEPARTMENT Dept Total		\$257,354.00	\$287,210.00	\$287,210.00
4310 POLICE DEPARTMENT				
10-4310-0120	SALARIES - SWORN LEOs	\$1,059,635.00	\$1,160,940.00	\$1,160,940.00
10-4310-0126	SALARIES - TELECOMMUNICATORS	\$202,161.00	\$202,161.00	\$202,161.00
10-4310-0130	LONGEVITY	\$8,200.00	\$7,900.00	\$7,900.00
10-4310-0135	Police Bonus	\$6,776.00	\$6,776.00	\$6,776.00
10-4310-0140	OVERTIME	\$17,500.00	\$20,000.00	\$20,000.00
10-4310-0145	Reserve Officers	\$31,000.00	\$5,000.00	\$5,000.00
10-4310-0171	LEO STATE RETIREMENT	\$192,105.00	\$208,498.00	\$208,498.00
10-4310-0172	401(k) EMPLOYER CONTRIBUTION	\$75,553.00	\$82,033.00	\$82,033.00
10-4310-0173	FICA MATCH	\$104,328.00	\$111,091.00	\$111,091.00
10-4310-0174	INSURANCES	\$253,815.00	\$265,351.00	\$265,351.00
10-4310-0196	LEO SEPARATION ALLOWANCE	\$43,499.00	\$43,499.00	\$43,499.00
10-4310-0210	MATERIALS AND SUPPLIES	\$3,800.00	\$3,800.00	\$3,800.00
10-4310-0211	UNIFORMS	\$32,580.00	\$32,580.00	\$32,580.00
10-4310-0214	Recruitment & Exams	\$3,480.00	\$3,480.00	\$3,480.00
10-4310-0220	FUELS & LUBRICANTS	\$44,717.00	\$44,717.00	\$44,717.00
10-4310-0230	Crime Prevention & Community Outreach	\$8,500.00	\$8,500.00	\$8,500.00
10-4310-0231	SHOP WITH A COP PROGRAM	\$4,500.00	\$4,500.00	\$4,500.00
10-4310-0240	AMMUNITION	\$5,950.00	\$5,950.00	\$5,950.00



General Ledger Budget Report
City Of Creedmoor
Fiscal Year 2025 - Budget Scenario1

Account Number	Account Description	Request	Recommend	Approve
Fund 10 GENERAL FUND 10				
4310 POLICE DEPARTMENT				
10-4310-0260	Firearms & Weapons	\$14,250.00	\$11,250.00	\$11,250.00
10-4310-0311	Technical Services (PD)	\$57,009.00	\$54,209.00	\$54,209.00
10-4310-0405	Dues & Memberships	\$725.00	\$725.00	\$725.00
10-4310-0406	Travel & Training	\$14,000.00	\$14,000.00	\$14,000.00
10-4310-0407	Tuition Reimbursement	\$3,000.00	\$0.00	\$0.00
10-4310-0445	VEHICLE & EQUIP MAINTENANCE	\$32,190.00	\$32,190.00	\$32,190.00
10-4310-0495	SPECIAL DRUG FUND (RESTRICTED)	\$3,000.00	\$3,000.00	\$3,000.00
10-4310-0498	INVESTIGATIONS	\$27,000.00	\$27,000.00	\$27,000.00
10-4310-0499	MISCELLANEOUS	\$1,500.00	\$1,500.00	\$1,500.00
10-4310-0510	Equipment - Not Capitalized	\$37,122.00	\$28,542.00	\$28,542.00
10-4310-0520	CAPITAL OUTLAY	\$342,289.00	\$316,289.00	\$316,289.00
POLICE DEPARTMENT Dept Total		\$2,630,184.00	\$2,705,481.00	\$2,705,481.00
4340 FIRE DEPARTMENT				
10-4340-0380	AGREEMENT - FIRE SERVICE	\$401,837.00	\$396,976.00	\$396,976.00
10-4340-0385	Ladder Truck Purchase (50%)	\$49,750.00	\$49,750.00	\$49,750.00
FIRE DEPARTMENT Dept Total		\$451,587.00	\$446,726.00	\$446,726.00
4610 PUBLIC WORKS DEPARTMENT				
10-4610-0120	SALARIES PUBLIC WORKS	\$286,014.00	\$307,525.00	\$307,525.00
10-4610-0130	LONGEVITY	\$2,200.00	\$2,450.00	\$2,450.00
10-4610-0135	Pub. Works Bonus	\$1,540.00	\$1,540.00	\$1,540.00
10-4610-0140	OVERTIME	\$1,500.00	\$1,500.00	\$1,500.00
10-4610-0171	LGERS STATE RETIREMENT	\$36,951.00	\$36,951.00	\$36,951.00
10-4610-0172	401(k) EMPLOYER CONTRIBUTION	\$13,783.00	\$13,783.00	\$13,783.00
10-4610-0173	FICA MATCH	\$22,281.00	\$23,927.00	\$23,927.00
10-4610-0174	INSURANCES	\$57,685.00	\$57,685.00	\$57,685.00
10-4610-0210	MATERIALS AND SUPPLIES	\$7,000.00	\$7,000.00	\$7,000.00
10-4610-0211	Uniforms, Rugs, & Supplies	\$9,000.00	\$9,000.00	\$9,000.00
10-4610-0220	FUELS & LUBRICANTS	\$14,000.00	\$14,000.00	\$14,000.00
10-4610-0270	CLEANING SUPPLIES	\$1,500.00	\$1,500.00	\$1,500.00
10-4610-0320	UTILITIES	\$23,500.00	\$23,500.00	\$23,500.00
10-4610-0330	SGWASA Utility Service	\$5,100.00	\$5,600.00	\$5,600.00
10-4610-0345	Recycling & Trash Collection	\$5,300.00	\$5,300.00	\$5,300.00
10-4610-0350	CLEANING SERVICES	\$20,800.00	\$20,800.00	\$20,800.00
10-4610-0355	Street Repair & Accessories	\$2,500.00	\$2,500.00	\$2,500.00
10-4610-0365	STREET LIGHTS	\$72,000.00	\$72,000.00	\$72,000.00
10-4610-0366	Greenway Lighting	\$3,100.00	\$3,100.00	\$3,100.00
10-4610-0395	GENERATOR PREVENTATIVE MAINT	\$3,700.00	\$3,700.00	\$3,700.00
10-4610-0399	OTHER CONTRACT SERVICES	\$4,000.00	\$4,000.00	\$4,000.00
10-4610-0405	Dues & Memberships	\$500.00	\$500.00	\$500.00
10-4610-0406	Travel & Training	\$2,000.00	\$2,000.00	\$2,000.00
10-4610-0445	VEHICLE MAINTENANCE & REPAIR	\$6,800.00	\$6,800.00	\$6,800.00
10-4610-0452	BLDG & GROUNDS MAINTENANCE	\$18,000.00	\$18,000.00	\$18,000.00
10-4610-0455	EQUIPMENT MAINTENANCE & REPAIR	\$6,000.00	\$6,000.00	\$6,000.00
10-4610-0460	OSHA SAFETY	\$1,500.00	\$1,500.00	\$1,500.00
10-4610-0499	MISCELLANEOUS	\$750.00	\$750.00	\$750.00
10-4610-0510	Equipment - Not Capitalized	\$6,500.00	\$6,500.00	\$6,500.00
10-4610-0520	CAPITAL OUTLAY	\$106,900.00	\$106,900.00	\$106,900.00
10-4610-4200	Beautification	\$3,000.00	\$3,000.00	\$3,000.00
10-4610-9983	Allocate Salaries/Fringes - Powell Bill	(\$39,507.00)	(\$39,507.00)	(\$39,507.00)
10-4610-9984	Allocate Salaries/Fringes - Stormwater	(\$88,162.00)	(\$88,162.00)	(\$88,162.00)
PUBLIC WORKS DEPARTMENT Dept Total		\$617,735.00	\$641,642.00	\$641,642.00
4910 COMMUNITY DEVELOPMENT				
10-4910-0120	SALARIES COMMUNITY DEVELOPMENT	\$319,452.00	\$332,159.00	\$332,159.00



General Ledger Budget Report
City Of Creedmoor
Fiscal Year 2025 - Budget Scenario1

Account Number	Account Description	Request	Recommend	Approve
Fund 10 GENERAL FUND 10				
4910 COMMUNITY DEVELOPMENT				
10-4910-0130	LONGEVITY	\$700.00	\$700.00	\$700.00
10-4910-0135	Planning & Dev. Bonus	\$924.00	\$924.00	\$924.00
10-4910-0140	Overtime	\$500.00	\$500.00	\$500.00
10-4910-0171	LGERS STATE RETIREMENT	\$43,734.00	\$45,149.00	\$45,149.00
10-4910-0172	401(k) EMPLOYER CONTRIBUTION	\$14,882.00	\$15,402.00	\$15,402.00
10-4910-0173	FICA MATCH	\$24,601.00	\$25,396.00	\$25,396.00
10-4910-0174	INSURANCES	\$46,148.00	\$46,148.00	\$46,148.00
10-4910-0210	MATERIALS AND SUPPLIES	\$3,000.00	\$3,000.00	\$3,000.00
10-4910-0220	Fuels & Lubricants	\$1,250.00	\$1,250.00	\$1,250.00
10-4910-0399	OTHER CONTRACT SERVICES	\$14,800.00	\$14,800.00	\$14,800.00
10-4910-0405	Dues & Memberships	\$1,425.00	\$1,425.00	\$1,425.00
10-4910-0406	Travel & Training	\$4,875.00	\$4,875.00	\$4,875.00
10-4910-0445	Vehicle Maintenance & Repair	\$1,000.00	\$1,000.00	\$1,000.00
10-4910-0451	Office Rental (Community Development Office)	\$31,990.00	\$31,990.00	\$31,990.00
10-4910-0499	Miscellaneous	\$44,100.00	\$44,100.00	\$44,100.00
10-4910-0520	CAPITAL OUTLAY	\$136,000.00	\$136,000.00	\$136,000.00
10-4910-9935	Allocate Salaries/Fringes - Stormwater	(\$167,291.00)	(\$221,329.00)	(\$221,329.00)
10-4910-9983	Allocate Salaries/Fringes - Powell Bill	(\$11,880.00)	(\$11,880.00)	(\$11,880.00)
COMMUNITY DEVELOPMENT Dept Total		\$510,210.00	\$471,609.00	\$471,609.00
5405 RECREATION - GENERAL				
10-5405-0120	Salaries	\$167,193.00	\$167,193.00	\$167,193.00
10-5405-0130	Longevity	\$500.00	\$700.00	\$700.00
10-5405-0135	Recreation Bonus	\$924.00	\$924.00	\$924.00
10-5405-0140	Overtime	\$3,000.00	\$3,000.00	\$3,000.00
10-5405-0171	LGERS State Retirement	\$23,340.00	\$23,340.00	\$23,340.00
10-5405-0172	401(k) Employer Contribution	\$8,841.00	\$8,841.00	\$8,841.00
10-5405-0173	FICA	\$13,129.00	\$13,129.00	\$13,129.00
10-5405-0174	Insurance	\$34,610.00	\$34,610.00	\$34,610.00
10-5405-0210	Materials and Supplies	\$1,200.00	\$1,200.00	\$1,200.00
10-5405-0345	Recycling and Trash Collection	\$500.00	\$500.00	\$500.00
10-5405-0405	Dues and Memberships	\$1,891.00	\$1,891.00	\$1,891.00
10-5405-0406	Travel & Training	\$1,900.00	\$1,900.00	\$1,900.00
10-5405-0478	Misc. Service Fees	\$4,200.00	\$4,200.00	\$4,200.00
10-5405-0499	Miscellaneous	\$350.00	\$350.00	\$350.00
10-5405-4600	M & R, Buildings and Structures	\$2,200.00	\$2,200.00	\$2,200.00
10-5405-4610	M & R, Equipment	\$500.00	\$500.00	\$500.00
10-5405-4615	M & R, Grounds/Greenways	\$4,500.00	\$4,500.00	\$4,500.00
10-5405-4693	Programming	\$8,800.00	\$8,800.00	\$8,800.00
10-5405-4740	Fireworks	\$18,000.00	\$18,000.00	\$18,000.00
10-5405-4750	Music Festival	\$30,000.00	\$30,000.00	\$30,000.00
10-5405-4770	Miscellaneous Events	\$4,100.00	\$4,100.00	\$4,100.00
10-5405-4780	Christmas/Holiday Activities	\$10,150.00	\$10,150.00	\$10,150.00
10-5405-5000	Utilities	\$1,500.00	\$1,500.00	\$1,500.00
RECREATION - GENERAL Dept Total		\$341,328.00	\$341,528.00	\$341,528.00
5410 LAKE ROGERS PARK				
10-5410-0345	Recycling & Trash Collection	\$1,900.00	\$1,900.00	\$1,900.00
10-5410-0399	Other Contracted Services	\$2,000.00	\$2,000.00	\$2,000.00
10-5410-0499	MISCELLANEOUS	\$350.00	\$350.00	\$350.00
10-5410-0510	Equipment-Not Capitalized	\$700.00	\$700.00	\$700.00
10-5410-0520	Capital Outlay	\$25,000.00	\$25,000.00	\$25,000.00
10-5410-4600	M & R, Bldgs, Docks, Playgrounds	\$3,000.00	\$3,000.00	\$3,000.00
10-5410-4611	M & R, Watercraft & Equipment	\$500.00	\$500.00	\$500.00
10-5410-4612	M & R, Roads & Grounds	\$3,000.00	\$3,000.00	\$3,000.00
10-5410-4701	Concessions	\$600.00	\$600.00	\$600.00
10-5410-5000	Utilities	\$2,750.00	\$2,750.00	\$2,750.00
LAKE ROGERS PARK Dept Total		\$39,800.00	\$39,800.00	\$39,800.00
5420 COMMUNITY CENTER				



**General Ledger Budget Report
City Of Creedmoor
Fiscal Year 2025 - Budget Scenario1**

Account Number	Account Description	Request	Recommend	Approve
Fund 10 GENERAL FUND 10				
5420 COMMUNITY CENTER				
10-5420-0170	FICA	\$3,953.00	\$4,590.00	\$4,590.00
10-5420-0198	Temporary Employees	\$51,675.00	\$60,000.00	\$60,000.00
10-5420-0210	Material and Supplies	\$4,500.00	\$4,500.00	\$4,500.00
10-5420-0345	Recycling & Trash Collection	\$1,500.00	\$1,500.00	\$1,500.00
10-5420-0399	Other Contract Services	\$95,970.00	\$95,970.00	\$95,970.00
10-5420-0499	Miscellaneous	\$350.00	\$350.00	\$350.00
10-5420-0520	Capital Outlay	\$108,000.00	\$108,000.00	\$108,000.00
10-5420-4600	M & R, Buildings	\$2,000.00	\$2,000.00	\$2,000.00
10-5420-4610	M & R, Equipment	\$2,000.00	\$2,000.00	\$2,000.00
10-5420-4615	M & R, Roads and Grounds	\$5,750.00	\$5,750.00	\$5,750.00
10-5420-5000	Utilities	\$63,000.00	\$63,330.00	\$63,330.00
COMMUNITY CENTER Dept Total		\$338,698.00	\$347,990.00	\$347,990.00
Fund 10 GENERAL FUND 10 Total		\$6,594,979.00	\$6,720,740.00	\$6,720,740.00



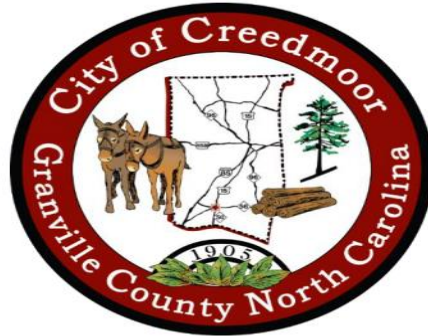
General Ledger Budget Report
City Of Creedmoor
Fiscal Year 2025 - Budget Scenario1

Account Number	Account Description	Request	Recommend	Approve
Fund 35 STORMWATER 35 MANAGEMENT FUND				
3030 INTEREST AND PENALTIES				
35-3030-0000	Interest and Penalties	(\$800.00)	(\$800.00)	(\$800.00)
INTEREST AND PENALTIES Dept Total		(\$800.00)	(\$800.00)	(\$800.00)
3150 Loan Proceeds				
35-3150-0000	Stormwater Assessments	(\$471,954.00)	(\$471,954.00)	(\$471,954.00)
35-3150-0001	Discount on Early Payment	\$3,300.00	\$3,300.00	\$3,300.00
35-3150-0002	City Owned Properties	\$7,500.00	\$7,500.00	\$7,500.00
Loan Proceeds Dept Total		(\$461,154.00)	(\$461,154.00)	(\$461,154.00)
3700 INTEREST ON INVESTMENTS				
35-3700-0000	Interest on Investments	(\$40,000.00)	(\$40,000.00)	(\$40,000.00)
INTEREST ON INVESTMENTS Dept Total		(\$40,000.00)	(\$40,000.00)	(\$40,000.00)
5010 ADMIN. & PLANNING				
35-5010-0399	Other Contract Services	\$16,926.00	\$16,926.00	\$16,926.00
35-5010-0405	Dues & Memberships	\$11,966.00	\$11,966.00	\$11,966.00
35-5010-0510	Conservation Contributions	\$10,000.00	\$10,000.00	\$10,000.00
35-5010-0650	Legal & Professional Service	\$2,000.00	\$2,000.00	\$2,000.00
35-5010-0651	Engineering Services	\$80,000.00	\$80,000.00	\$80,000.00
35-5010-4230	Permits	\$860.00	\$860.00	\$860.00
35-5010-9910	Allocate Salaries/Fringes	\$214,090.00	\$214,090.00	\$214,090.00
ADMIN. & PLANNING Dept Total		\$335,842.00	\$335,842.00	\$335,842.00
5020 REPAIRS & IMPROVEMENTS				
35-5020-2000	OPEB Expense	\$15,500.00	\$15,500.00	\$15,500.00
35-5020-6000	Leaf/Brush Collection	\$3,500.00	\$3,500.00	\$3,500.00
35-5020-6020	Drainage Maintenance	\$22,000.00	\$22,000.00	\$22,000.00
35-5020-6060	Street Sweeping	\$11,250.00	\$11,250.00	\$11,250.00
35-5020-6120	Muni. Good Housekeeping	\$5,000.00	\$5,000.00	\$5,000.00
35-5020-9910	Allocate Salaries/Fringes	\$88,162.00	\$88,162.00	\$88,162.00
REPAIRS & IMPROVEMENTS Dept Total		\$145,412.00	\$145,412.00	\$145,412.00
5030 SERVICE PAYMENTS				
35-5030-7000	Billing & Collection Fees	\$6,000.00	\$6,000.00	\$6,000.00
35-5030-7050	Customer Service Support	\$2,100.00	\$2,100.00	\$2,100.00
35-5030-7100	Annual Billing Update	\$2,600.00	\$2,600.00	\$2,600.00
35-5030-7200	Stormwater Advisor	\$10,000.00	\$10,000.00	\$10,000.00
SERVICE PAYMENTS Dept Total		\$20,700.00	\$20,700.00	\$20,700.00
Fund 35 Total		\$0.00	\$0.00	\$0.00
Grand Total		\$0.00	\$0.00	\$0.00



**General Ledger Budget Report
City Of Creedmoor
Fiscal Year 2025 - Budget Scenario1**

Account Number	Account Description	Request	Recommend	Approve
Fund 50 POWELL BILL FUND 50				
3010 PAYMENTS RECEIVED				
50-3010-0000	ALLOCATION FROM STATE OF NC	(\$153,000.00)	(\$153,000.00)	(\$153,000.00)
PAYMENTS RECEIVED Dept Total		(\$153,000.00)	(\$153,000.00)	(\$153,000.00)
3700 INTEREST ON INVESTMENTS				
50-3700-0000	Interest on Investments	(\$33,000.00)	(\$33,000.00)	(\$33,000.00)
INTEREST ON INVESTMENTS Dept Total		(\$33,000.00)	(\$33,000.00)	(\$33,000.00)
3950 TRANSFER FROM SEWER FUND				
50-3950-0000	FUND BALANCE APPROP.	(\$165,000.00)	(\$165,000.00)	(\$165,000.00)
TRANSFER FROM SEWER FUND Dept Total		(\$165,000.00)	(\$165,000.00)	(\$165,000.00)
8100 POWELL BILL				
50-8100-4010	STREET REPAIRS & RESURFACING	\$281,000.00	\$281,000.00	\$281,000.00
50-8100-4075	CONTINGENCY LINE ITEM	\$18,613.00	\$18,613.00	\$18,613.00
50-8100-9983	Allocated Salaries/Fringes-PW	\$39,507.00	\$39,507.00	\$39,507.00
50-8100-9984	Allocated Salaries/Fringes- COD	\$11,880.00	\$11,880.00	\$11,880.00
POWELL BILL Dept Total		\$351,000.00	\$351,000.00	\$351,000.00
Fund 50 Total		\$0.00	\$0.00	\$0.00
Grand Total		\$0.00	\$0.00	\$0.00



CITY OF CREEDMOOR
PROPOSED
2024-2025
FEE AND RATE SCHEDULE



EFFECTIVE JULY 1, 2024 – JUNE 30, 2025 TABLE OF CONTENTS

BUILDING PERMITS AND INSPECTIONS
 Granville County Permitting and Inspections Information3

COMMUNICATIONS FEES
 Wireless Communications3

CONSTRUCTION INSPECTION FEES
 Plan Review4
 Construction Administration4

LAW ENFORCEMENT SERVICES, FINES, & FEES
 Fingerprinting4
 Noise Violations4
 False Alarms4
 Parking Fines4
 Police Reports4
 Precious Metals Dealer Permit4

MISCELLANEOUS CHARGES AND FEES
 Prints and Copies5
 Penalties & Administrative Fees5

PLANNING AND ZONING FEES
 Annexation Petitions6
 Appeals/Variances6
 Plan Review6
 Sign Permits6
 Zoning Compliance Permits7
 Zoning Studies, Verifications, and Certificates of Non-Conformity7
 Zoning Text and Map Amendments7
 Other (*Home Occupation Permits and Peddler Fees*)7
 Code Enforcement Fees7

RECREATION FACILITIES AND RENTAL FEES
 Rec Card Fees8
 Creedmoor Community Center
 BC Roberts Field and Gymnasium9
 Event Room and Meeting Rooms10
 Lake Rogers Park12
 Harris Park and Music Festival Fees13

STORMWATER MANAGEMENT FEES
 Stormwater Management Services Agreement14
 Stormwater Plan Review for New Construction14
 Construction Administration14
 Stormwater Utility Rates14
 Yard Debris Collection Policy and Rates15

UTILITY SERVICES
 Water/Sewer Services15
 Trash/Recycling Collection15



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
Re-inspection Fee (paid in advance of next visit)	\$50 per site visit

LAW ENFORCEMENT SERVICES / FINES / FEES

FINGERPRINTING

Fingerprinting (up to two cards)	\$10.00 Residents (\$20.00 Non Residents)
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
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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

Plotting type determined by GIS Administrator

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	\$750.00 + 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	\$750.00 + \$10.00 per lot
Preliminary Plat – Minor Revision	\$250.00
Preliminary Plat – Major Revision	\$450.00
Final Plat Review – Major Subdivision	\$250.00 per map sheet
Letter of Credit Review (includes partial release requests)	\$2,500.00

Minor Subdivision Review

Final Plat Review (includes exempt plats)	\$50.00 per map sheet
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SIGN PERMITS

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



ZONING COMPLIANCE PERMITS

Special Use Permit	\$800.00
Single/Two Family Structures	\$150.00
Mobile Homes	\$75.00
Single Family Attached	\$100.00 per residential unit
Multi-Family Residential Building	\$150 per residential unit
Residential Addition/Accessory Structure/Shed/Deck	\$75.00
Commercial/Institutional/Industrial Up fit	\$100.00 (without site plan review)
Temporary Construction Trailers	\$75.00
Temporary Use Permits (renewed annually)	\$250.00
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
Vested Rights Procedure	\$600.00
Vested Rights Extension	\$150.00

ZONING TEXT AND MAP AMENDMENTS

Initial Zoning (after annexation)	No Charge
Text Amendment (including a land use plan amendment)	\$700.00
Zoning Map Amendment (general zoning district)	\$700.00
Zoning Map Amendment (conditional district)	\$1,000.00

OTHER

Home Occupation Permits	\$100.00
Peddlers	
Food Truck/Open Air Sales (per location)*	\$100.00 Renewed Annually
Solicitor and Transient Vendor Registration Fee (e.g., ice cream truck, door to door sales, etc.)**	\$25.00 Renewed 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.)
Certificate of Zoning Compliance Re-inspection	\$50 per site visit



RECREATION FACILITIES AND RENTAL FEES

City resident (must live within Creedmoor city limits), non-resident, and for-profit rates are outlined below. Senior citizens (60&plus), military, and 501(c)(3) non-profits are eligible for a non-stackable, discount on select Membership fees and Rentals at the Creedmoor Community Center. 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.). Discount or surcharge is not applied to program fees or other fees which may be incurred due to rental usage (e.g., application fee, as-requested fees). The cleaning/damage deposit is conditionally refundable, the application fee is non-refundable. Hours of operation, rental schedule, and other features and available equipment are described in the Creedmoor Community Center Rules and Regulations or can be viewed at www.cityofcreedmoor.org/recreation.

CREEDMOOR COMMUNITY CENTER

CREEDMOOR COMMUNITY CENTER MEMBERSHIPS

All community center users are required to have a current membership. Credit and debit payment and registration are available online in person at the community center. In-person payments via cash or check for memberships, program registration, or facility rentals are accepted only at Creedmoor City Hall during normal business hours.

BASE MEMBERSHIP - Provides users access to fitness equipment, walking track, and facility rentals. Programming fees are al-a-cart at full price.

	City Resident	Non-Resident	Senior/Military Discount
per Individual	\$30/year	\$40/year	\$26(R)/\$36(NR)/year
Lost RecCard	\$5	\$5	\$5

ENHANCED MEMBERSHIP - Provides BASE MEMBERSHIP benefits plus the following: Access to fitness studio during scheduled hours. Free registration in regularly scheduled community-based programming (e.g., drop-in basketball, volleyball, and pickleball, teen hours, family programming, pre-school playdates, health and wellness series), and 15% discount on premium and contracted programming (e.g., yoga, parent's night out, camps, birthday party packages, line-dancing, painting, leagues). A household option includes up to two adults and 6 minors living in the same residence; add-ons for additional family members living in the same residence can be added at the base membership rate. As part of their employment package City employees receive an enhanced membership. A \$20 Equity and Inclusion household membership option is available for City residents who qualify, contact the Recreation Director for details. Current South Granville High School Students are eligible for a \$30/year individual membership that runs September 1st thru August 31st.

	City Resident	Non-Resident	Senior/Military
per Individual	\$53/year	\$68/year	\$48(R)/\$61(NR)/year
per Household*	\$83/year*	\$108/year*	
Equity & Inclusion	\$20/year		
South Granville High Student	\$30/year	\$30/year	
*6-mos. Payment Plan	50%+\$5 transaction fee (Household membership only)		

ONE DAY DROP-IN FEE - Provides users access to fitness equipment, walking track, fitness studio, and any regularly scheduled community-based programming (see Enhanced Membership details) that is occurring that day.

	City Resident	Non-Resident	Senior/Military
per Individual	\$5	\$ 5	\$5



B.C. ROBERTS FIELD

B.C. ROBERTS MULTI-PURPOSE FIELD - 225' by 236' (1.2 acre) natural-turf, multi-purpose field with optional field lights. No water or electrical access. Minimum full-field rental is 3-hrs. After-hours fee applies during Community Center non-business hours. Permitting fees for special events are not included.

	City Resident	Non-Resident	Senior/Military/ Non-Profit	For-Profit Activities
1/2 Field per hour	\$10	\$13	\$9(R)/\$12(NR)	\$16(R)/\$21(NR)
Full Field per hour	\$25	\$32	\$22(R)/\$29(NR)	\$40(R)/\$50(NR)
Application Fee	\$5	\$5	\$5	\$5
As Requested Fees				
After-hours Fee	\$15/hr	\$15/hr	\$15/hr	\$15/hr
Field Lighting Fee	\$20/hr	\$20/hr	\$20/hr	\$20/hr
Goal Rental	\$15/set	\$15/set	\$15/set	\$15/set

GYMNASIUM

GYMNASIUM - Full-court gymnasium with six basketball hoops lined for basketball, volleyball, and pickleball. After-hours fee applies during Community Center non-business hours. Food and beverages not permitted in gymnasium. Check facility schedule for rental availability.

	City Resident	Non-Resident	Senior/Military/ Non-Profit	For-Profit Activities
Full Court per Hour	\$45	\$60		\$70(R)/\$90(NR)
Application Fee	\$5	\$5		\$5
As Requested Fees				
After-hours Fee	\$15/hr	\$15/hr		\$15/hr



EVENT ROOM

WILLOW OAK EVENT ROOM - Maximum occupancy is 150 persons. Seating arrangements with tables can accommodate approximately 150. Tables, chairs, audio, and 85" TV included in rental price. Half-day rental periods include up to a 5 hours block of time between 8 am – 2 pm or 2 – 8 pm; Full day rentals are any rental over 5 hours or that overlap the half-day rental periods. 2 – 8 pm and full-day rentals may be extended until 11 pm for an additional fee. After-hours fee applies during Community Center non-business hours and is included in the 8 – 11 pm rental fee. 3rd party permitting, security, and insurance fees are not included and vary with the scope of the event, discounts are non-stackable.

	City Resident	Non-Resident	Senior/Military/ Non-Profit	For-Profit Activities
Half-Day Rental	\$200	\$260	\$185(R)/\$240(NR)	\$310(R)/\$390(NR)
Full-Day Rental	\$400	\$520	\$370(R)/\$480(NR)	\$625(R)/\$785(NR)
Add 8 – 11 pm	\$195	\$250	\$180(R)/\$230(NR)	\$258(R)/\$314(NR)
Application Fee	\$100	\$100	\$100	\$50
Cleaning/Damage Deposit	\$250	\$250	\$250	\$250
Large Group Fee (105+)	\$50	\$50	\$50	\$50
Public Discount (Mon-Thu)			30% off Rental Rate Above*	
Employee Discount (Mon-Thu)			50% off Rental Rate Above*	
As Requested Fees				
After-hours Fee	\$15/hr	\$15/hr	\$15/hr	\$15/hr
Kitchen Fee	\$30	\$30	\$30	\$30
Additional 55" TV (2-available)	\$25/TV	\$25/TV	\$25/TV	\$25/TV
Corkage (Alcohol) Fee	\$50	\$50	\$50	\$100
E-Sports (Screen Included)	\$50/unit	\$50/unit	\$50/unit	\$50/unit
Ambiance/Light Rental	\$50	\$50	\$50	\$50



MEETING ROOM

MEETING ROOMS - Maximum occupancy 40 people for the large meeting room. Half-day rental periods include up to a 2.5 hours block of time between 8am – 11am, 11am - 2 pm, 2pm - 5pm, or 5pm-8:30 pm; Full day rentals are from 8am - 5pm. Tables, chairs, and dry-erase board are included in rental price; 55" TV for presentations is available for an additional fee. After-hours fee applies for rentals ending after 8:30 pm and during Community Center non-business hours. Regular Meeting Discount is non-stackable.

	City Resident	Non-Resident	Senior/Military/ Non-Profit	For-Profit Activities
<u>Large Meeting Room (< 40 pp.)</u>				
2.5hr Rental	\$35*	\$60*	\$31(R)/\$54(NR)	\$75(R)/\$100(NR)
8am - 5pm Rental	\$80*	\$138*	\$72(R)/\$124(NR)	\$130(R)/\$170(NR)
Application Fee (Lg. & Sm. Rooms)	\$15	\$15	\$15	\$15
Damage Deposit	\$50(Lg.)	\$50(Lg.)	\$50(Lg.)	\$50(Lg.)
Regular Meeting Discount (≥5 meetings/application)		20% Off Rental Rate Above*		
As Requested Fees				
After-hours Fee	\$15/hr	\$15/hr	\$15/hr	\$15/hr
Kitchen Fee	\$30	\$30	\$30	\$30
55" TV Display	\$25/TV	\$25/TV	\$25/TV	\$25/TV

FITNESS STUDIO

Fitness Studio - Maximum occupancy is 25 persons. The fitness studio is 20' by 25' and includes a 20' mirrored wall, 5-50lb dumb bells, 6lb-20lb medicine balls, 5lb-30lb kettle bells, yoga balls and mats, and a 55" smart TV. Rentals are limited to approved uses, including additional space for Willow Oak Room rentals and small group (≤5) use for private fitness activities.

	City Resident	Non-Resident
Per Hour	\$10	\$10
Lost Remote	\$20	

PROGRAMMING

PROGRAMMING FEES - Programming fees for public programs offered by Creedmoor Parks and Recreation staff and 3rd party contractors are set based on direct costs, community demand, membership/residency status, DEI initiatives, and alignment with departmental missions and goals. Fees will vary from between \$0 (e.g., enhanced membership programs) and \$260 (e.g., E-sports birthday party package) with most fees between \$0-\$30.



LAKE ROGERS PARK

LAKE ROGERS PARK - Park hours, Sunrise to Sunset. Shelter Reservations & Boat rental (photo ID required) &/or launch fees payable at City Hall, Creedmoor Community Center, and the Lake Rogers concession stand during regular operating hours. Reservations can be made online or in person. In-person payments may be made via cash (exact change) or credit card for facility rentals at the Creedmoor Community Center during normal business hours. Weekday (Monday-Thursday, excluding holidays) and Winter (November-February) discounted rates may not be stacked. Hours of operation, rental schedule, and other features and available equipment can be viewed at www.cityofcreedmoor.org/recreation.

	City Resident	Non- Resident
<u>Boat Launch (Motorized, Gas or Electric)</u>		
Daily Pass	\$5	\$7
12-month Pass	\$35	\$45
<u>Kayak/Canoe Launch</u>		
Daily Pass	\$3	\$5
12-month Pass	\$20	\$27
<u>12-month Family Pass (≤4 kayaks/canoes)</u>	\$60	\$78
<u>Boat Rental</u>		
John Boat per hour	\$7	\$10
John Boat per 5 hours	\$25	\$32
<u>Pedal Boats and Nucanoes</u>		
P-Boat or Nucanoe per hour	\$7	\$10
Aquacycles per hour	\$13	\$17
Aquacycles 5 hours	\$40	\$52
Nucanoe per 5 hours	\$25	\$32
Damage to Boats	\$75	
	City Resident	Non- Resident
<u>Large Shelter #1 (Fri-Sun & Holidays)</u>		
Half Day (Open-2pm or 2pm-Close)	\$57	\$75
Full Day (Open-Close)	\$100	\$130
Weekday (Mon-Thu) and Winter (Nov-Feb) Discount	30% off Rental Rate Above	
Employee Discount (Mon-Thu)	50% off Rental Rate Above*	
<u>Small Shelters #2, #3, or #4 (Mon-Sun)</u>		
Half Day (Open-2pm or 2pm-Close)	\$22	\$30
Full Day (Open-Close)	\$38	\$52



HARRIS PARK

PARK HOURS: *Sunrise – Sunset*

HARRIS PARK - Park hours, Sunrise to Sunset. Shelter Reservations fees payable at City Hall and Creedmoor Community Center during regular operating hours.

	City Resident	Non-Resident	Senior/Military /Non-Profit
<u>Picnic Shelter</u>			
All Day	\$0	\$35	\$0(R)/\$31(NR)

CREEDMOOR MUSIC FESTIVAL

CREEDMOOR MUSIC FESTIVAL – Fees associated with annual Creedmoor Music Festival

<u>12' by 12' Vendor Stall (no electricity)</u>	<u>\$100</u>
<u>12' by 12' Vendor Stall (electricity)</u>	<u>\$140</u>
<u>12' by 12' Vendor Stall (Main St. business)</u>	<u>\$0</u>
<u>T-Shirts</u>	<u>\$10 to \$15</u>



STORMWATER MANAGEMENT FEES

STORMWATER MANAGEMENT SERVICES AGREEMENT

Stormwater Maintenance Agreement (preparation or review)	Attorney Fees + \$10%
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STORMWATER PLAN REVIEW FOR NEW CONSTRUCTION

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

Stormwater Quality (BMP) and/or Stormwater Detention Facilities	\$500 each
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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	\$25.00 per year
Impervious Surface Fee	\$131.00 per 2,600 Square Feet of impervious surface
<i>Acreage Fee</i>	
1 – 1.99 Acres	\$55.00 per year
2 – 9.99 Acres	\$110.00 per year
10 – 99.99 Acres	\$165.00 per year
100+ Acres	\$220.00 per year

Single Family Home

Lot < 1.99 Acres	\$211.00 per year
Lot 2 Acres – 9.99 Acres	\$266.00 per year
Lot 10 Acres – 100 Acres	\$321.00 per year

Vacant Land (Base Fee + Acreage)

Base Fee	\$25.00 per year
1 – 1.99 Acres	\$55.00 per year
2 – 9.99 Acres	\$110.00 per year
10 – 99.99 Acres	\$165.00 per year
100+ Acres	\$220.00 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](#).

- Residents are strongly encouraged to place their yard debris in biodegradable bags. Biodegradable bags are *required* and pick-ups will not occur unless biodegradable bags are used.
- 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

WATER & SEWER SERVICES

The South Granville Water & Sewer Authority (SGWASA) provides

UTILITY SERVICES

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

GFL Environmental provides trash & recycling collection services to the residents and businesses of Creedmoor.

GFL Environmental 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.