

0-2004-001

**AN ORDINANCE STIPULATING EXPENSE APPROVAL
FOR THE OPERATION OF THE TOWN OF SUMMERFIELD
NORTH CAROLINA FOR FISCAL YEAR 2004 - 2005**

Be it ordained by the Town Council for the Town of Summerfield, North Carolina:

I. That the Mayor is authorized to make expenditures from the General Fund for items not specifically provided for by the currently approved Summerfield Town Fiscal Year budget in amounts not to exceed \$2,000.00 for each expenditure. Any such expenditure shall be reported to the Town Council no later than its next regularly scheduled meeting.

II. That the Mayor is authorized to establish fees within the various departments and agencies for miscellaneous services and items such as copies, maps, books, etc., according to guidelines that may be administratively determined or that may be established by Town Council.

A. That in compliance with the Public Records Law, the Council establishes the following fees to receive copies of such records:

- 1. At the Town Offices - \$.25 per page

III. That the Mayor shall have authority to execute the following contracts, provided they comply with applicable laws and procedures and are within specifically approved budgeted funds:

- A. Any lease agreement for one year or less not to exceed \$5,000 in total funds obligated.
- B. Any contract for apparatus, supplies, materials, equipment, services or resolution of a claim obligating less than \$2,000 in Town Funds, including those committing no funds;
- C. Any contract for construction or repair work obligating less than \$10,000 in Town Funds including those committing no funds;
- D. Amendments within budgeted funds to Council approved contracts when the amendment requires less than a \$2,000 increase in expenditures of Town Funds; and,
- E. Grant agreements for Town Funds within budgeted amounts.

At the Mayor's discretion, any lease or contract described herein may nevertheless be submitted to the Council. The Mayor or Mayor Pro-Tem may execute contracts duly approved by the Council. Council action approving a contract shall be deemed to authorize the expenditure therefore and the necessary budget amendments.

IV. That proposed projects where the estimated professional fee is in an amount less than \$5,000 for architectural, engineering and surveying services are hereby exempted from the requirements of Article 3D of Chapter 143 of the General Statutes, in accordance with G.S. 143-64.32. In addition, other particular projects less than \$5,000 may be exempted from the requirements of said Article 3D by the Mayor, in a manner, which states the reasons therefore, and the circumstances attendant thereto in each instance, as authorized by G.S. 143-64.32.

V. That the General Fund undesignated fund balance should not be lower than twelve percent of the General Fund budgeted expenditures, which exceeds the Local Government Commission's recommended minimum of eight percent.

VI. That the Town Administrator has the authority to transfer amounts up to \$10,000.00 between accounts to keep fund balances above the minimum amount requirements in the General Fund and to keep amounts available for necessary invoice expenditures in the General Fund; reporting to the Council no later than its next regularly scheduled meeting; and

VII. That the Town Administrator is authorized to make expenditures from the General fund for items not specifically provided for by the currently approved Summerfield Town Fiscal Year budget in amounts not to exceed \$500.00; reporting to the Council no later than its next regularly scheduled meeting; and

VI. The effective date of this ordinance is July 1, 2004 and it shall expire on June 30, 2005.

Adopted this the sixth day of July 2004.


Dena Barnes, Mayor


Dianne Laughlin, Town Clerk