



"Summerfield Birdhouse" built by local artist Terry King of White Goat Art Works for the 2014 Founders' Day event

FY2014-15
Annual Operating Budget
& Budget Ordinance

(as proposed June 6, 2014)

June 6, 2014

prepared by Town Manager Scott Whitaker

email: swhitaker@summerfieldgov.com

Summerfield Town Hall:

mail: POB 970

street: 4117 Oak Ridge Road
Summerfield, NC 27358

phone: 336-643-8655

fax: 336-643-8654

email: clerk@summerfieldgov.com

web: www.summerfieldgov.com

contents

Budget Message		Budget Policies and Procedures	
<i>Introduction</i>	5	<i>Budget Process</i>	17
<i>Budget Process Priorities</i>	6	<i>Reporting</i>	17
<i>Executive Summary</i>	7	<i>Budget Control</i>	18
<i>Comprehensive Plan</i>	7	<i>Policy Guidelines</i>	18
<i>Departmental Budgets</i>	8	General Fund Revenues	19
<i>Capital Projects</i>	8	Planned Capital Projects	20
<i>Conclusion</i>	9	General Fund Expenditures	21
Budget Calendar	10	Budget Assumptions,	
Snapshot of Summerfield		Justifications, and Notes	22
<i>Business QuickFacts</i>	12	Map of Summerfield	23
<i>People QuickFacts</i>	13	Detailed FY2014–15 Budget	24
<i>Geography QuickFacts</i>	13	FY2014–15 Fee Schedule	31
Town Organizational Structure		FY2014–15 Budget Ordinance	36
<i>Governing Body</i>	14		
<i>Departments</i>	14		
<i>Contracting</i>	15		
<i>Boards and Committees</i>	16		

SUMMERFIELD is a town that respects the history of the community and balances growth with the preservation and utilization of our natural, cultural, fiscal, and citizen resources to enhance our quality of life and our small town identity.



budget message

June 6, 2014

to: Honorable Mayor Tim Sessoms
Council Member Dena Barnes
Council Member Mike Adams

Council Member Alicia Flowers
Council Member Dianne Laughlin
Council Member Elizabeth McClellan

re: FY2014–15 Budget Message

Honorable Council:

THIS YEAR'S BUDGET PROCESS began internally with two key components: 1) the need to offer a detailed line-item draft sooner in response to feedback from last year's process, and 2) an assessment of progress toward current-year priorities. In the mix was also how to ensure that Summerfield's six-year-old vision statement and Comprehensive Plan would ultimately be well represented by the FY2014–15 budget and priorities identified by town leadership.

To address the desire for a longer review process, the budget calendar included a preliminary draft deliverable due March 31. The upside to an unusually early draft was that the public, Town Council, committees, and employees have had ample time for review. The downside was that the draft was based on less than three quarters of available financial data, major projects remained, such as the real estate purchase/closing of the Gordon property, some projections were still pending, and much budget feedback still remained. So it was expected that the preliminary draft would change prior to the full proposal. In hindsight, the proposed changes materialized, but weren't significant aside from one project addition.

A recap of current-year focus areas demonstrates the progress made in FY2013–14. Concerning the need for space for public meetings and staff, the town closed on the Gordon property today, June 6. Land acquisition has been a long process, but the closing accomplished the short-term budget goal with a firm connection with the adopted vision statement. While much work remains before facilities are occupied, the planned improvements will begin within this current FY2013–14 budget year and continue into the upcoming year.

Council: Mayor Tim Sessoms, Mayor Pro-tem Dena Barnes, Mike Adams, Alicia Flowers, Dianne Laughlin, Elizabeth McClellan

Staff: Scott Whitaker (Manager), Jeff Goard (P&R Manager), Valarie Halvorsen (Clerk), Julie Reid (Planner), Katrina Whitt (Finance Officer)

A related commitment to existing facilities was needed exterior repairs to the existing town hall. The town settled on an approach and reputable vendor and all contracted work was completed, which included cleaning, tuck-pointing and joint repair, waterproofing/sealing, vent replacements, and miscellaneous painting. (Note: additional window-related repairs, painting, and lexan replacement work is scheduled for June.)

Another facility repair priority involved drainage issues that had plagued Summerfield Athletic Park's Field House Building since its construction. Field house repairs were made to channel foundation-intruding building run-off away from the building and into the underground stormwater system. Other drainage issues were also addressed during the work and the plaza area drains well for the first time since construction.

Also, as part of the master plan for the athletic park, work was planned to secure property and construct a second US 220 entrance south of GasTown. The purpose is to counter the negative impacts of the widening project—a second entrance at an intersection will be critical because park visitors will not be able to cross the divided highway from the existing entrance once widening is completed in 2016. While some progress has been made with NCDOT and the property owner, this project will not be completed by June 30 and will be carried over as a priority.

Another significant priority was trails progress. The Trails and Open Space Committee was formed early in the budget year and has been hard at work since. After several months of consistent effort, it proposed a route for the southern portion of the Atlantic and Yadkin (A&Y) Greenway. The next major step is identifying a design vendor and design price. While no funds have yet been expended, the town continues to work with stakeholders to fine-tune the proposed route, collaborate with our area metropolitan planning organization (MPO), and seek agreements and support.

A long-standing priority has been to further revise and adopt the Uniform Development Ordinance (UDO). The town contracted with N-Focus to review and bring the existing draft up to date with existing legislation. The process took much longer than anticipated, but the contracted work is mostly complete. While this project has not been presented or adopted, a draft is almost ready for presentation, 97% of the budget has been paid, and only 3% of the project cost will carry over to FY2014–15.

All completed projects have been within budget. The land acquisition and improvements have been less than budgeted, both town hall and field house repair projects were considerably under budget, and the UDO project has met its target. The greenway design costs remain to be seen and will be known upon completion of the Request for Qualifications (RFQ) process.

Budget Process Priorities

New budget priorities identified throughout the budget process included: 1) continued Gordon property improvements; 2) A&Y Greenway (South) design; 3) Summerfield Athletic Park entrance/road; and, 4) town signage at key transportation points. Some carry over from the preceding review.

Following the Gordon property closing, the first priority will be to make improvements to the intersection's southeast corner by dismantling the unsafe "flag building" and former blacksmith shop and then seeding. This will be completed under the current budget and the northeast acreage will be addressed within the new budget. Known work will include mobile home salvage, structure demolition, site clean-up, barn improvements, and seeding select areas.

As outlined above, the greenway development is an long-term project to be completed in stages. As more public input is received, the route is solidified, and more agreements are negotiated, the design vendor and price will be obtained and considered with and significant design progress is the specific budget-year goal. The process could take 12–18 months and the key will be to maintain momentum.

The window of opportunity to complete athletic park entrance/roadway is closing as the widening project evolves. Following the change of venue for Founders' Day 2014, the athletic park is likely the new base for the event and the project is needed that much more. Designing the entrance effectively will be important in order to provide needed access without becoming a mere pass-through for motorists if future development in that commercial area is realized.

Town leadership discussed the widening project, associated scenic corridor and state beautification/vegetation plans, fencing, and the need for town signage at key locations. Ultimately the only budget priority to emerge was the need to identify select areas for town signage, coordinate with NCDOT concerning future placements, and make progress toward concepting those branding efforts. The anticipated work will require staff time and planning, but outside costs are not expected until the following budget year as the project has progressed enough for construction within state right-of-ways. Town signage is a 2014–15 project priority that does not require budgeted funds *yet*; nevertheless, it should remain as a project goal.

Beyond the identified priorities discussed and a batting cage to benefit baseball/softball renters, a late-developing project proposed involves further Summerfield Athletic Park improvements. Additional parking is a current need and has already been designed within the next phase of park development. Parking often overflows existing gravel parking spaces and the target area's parking capacity could easily be doubled. An access/service road into the internal plaza area needs to be paved and gated and combined with fencing, the maintenance building and plaza would be better secured. Paving would keep adjoining lots cleaner and allow easier mobility for strollers. Minor grading and a likely retaining wall would be additional expenses. Costs are estimated only as pricing is pending.

Other town priorities that do not meet the clear "budget priorities" standard include disposal of property determined to be of limited benefit to the town. Revisiting the 2010 Comprehensive Plan and assessing the potential "fit" of individual properties is important.

Executive Summary

As Summerfield's town manager, statutory budget officer, and assistant finance officer, I **propose a FY2014–15 budget of \$1,476,607**. This budget is \$692,782 lower than last year's project-heavy budget of \$2,169,389. The fee schedules have also been consolidated and revamped in an effort to better offset expenses.

As presented, the tax rate drops 0.75 cents to 2.75 cents per \$100 of property valuation (\$1,339,375,000) following four straight years at 3.5 cents. Given the healthy reserves, I recommend funding the difference between total expenditures and revenue projections by appropriating fund balance in the amount of \$423,357. Doing so further reduces the fund balance (estimated to be about \$8,000,000 at the end of FY2014–15) and allocates funds toward the Town Council priorities. Summerfield's financial health makes this possible while the economy continues in a slow recovery and investment earning opportunities remain dismal. The ability to accomplish so much while trimming the tax rate underscores the importance of planning during prosperous times and fund reserves allow the timely completion of needed projects for citizens without saddling them with new debt.

Comprehensive Plan

The attractiveness of Summerfield's pastoral setting, four-season climate, impressive and diverse schools, location to services in Greensboro, extremely low taxes, and overall quality of life have resulted in an over 50% population growth since 2000. New growth-related issues continue to present themselves, such as: pressure for more commercial development; declines in farmland and wooded acreage; loss of small-town character; concerns about clean water supplies; need for more parkland and open spaces; and local traffic.

Adopted in May 2010, the Comprehensive Plan addressed those concerns and generated twelve common objectives and over 100 policies in the following categories:

- | | |
|--|---------------------------------------|
| 1. Appropriate, Limited Commercial Development | 7. Parks and Recreation Improvements |
| 2. Sidewalk, Bikeway and Trail System | 8. Attractive Community Appearance |
| 3. Community Character Preservation | 9. Quality Schools |
| 4. Transportation Improvements | 10. Summerfield Road Focus Area |
| 5. Water Supply and Sewage Treatment Options | 11. Historic Preservation |
| 6. Appropriate Housing and Residential Development | 12. Limited Services Local Government |

These strategic priorities are infused throughout the budget and the plan encourages the appropriate use of money, staff, and time during implementation. The Comprehensive Plan is a “living” document—it should be revisited and updated to remain viable and relevant to the needs and wants of citizens.

Departmental Budgets

This budget highlights the divisions’ revenues and expenditures in full detail elsewhere, but following are proposed departmental totals for FY2014–15:

• Governing Body	\$43,018
• Administration	.291,350
• Finance	.80,739
• Legal	.60,000
• Planning	.144,900
• Election Services	.0
• Property and Buildings	.78,000
• Community Resources	.698,450
• Community Services	.77,500
• Community Planning	.2,650
<hr/>	
Total budget	\$1,476,607

Capital Projects

Capital projects are described within the aforementioned priorities and include:

• Gordon property improvements <i>(clearing mobile homes/structures, barn repair, etc.)</i>	\$50,000
• A&Y Greenway (South) trail development	.250,000
• Summerfield Athletic Park improvements <i>(entrance roadway, paving gravel parking/access areas, batting cages, fencing/gates, etc.)</i>	.253,000
<hr/>	
Total capital projects	\$553,000*

**Does not include all capital expenses or purchases, but instead reflects capital projects.*

Conclusion

This document and budget ordinance meet the requirements of the North Carolina General Statutes and the Local Government Budget and Fiscal Control Act and is in accordance with accepted financial practices of North Carolina governments. I recommend adoption of this balanced \$1,476,607 budget that lowers the tax rate 0.75 cents to 2.75 cents per \$100 of property valuation and continues to maintain a strong financial position.

This proposal is congruent with the town vision statement—it “respects the history of the community,” “balances growth with the preservation and utilization of our natural, cultural, fiscal, and citizen resources,” and “enhance[s] our quality of life and our small town identity.”

We continue the course of FY2013–14’s “positive transition” – Julie Reid, Cheryl Gore, and Rick Biggs have joined staff as the latest team members and dedicated professionals. My belief is that Town Council is genuinely interested in continual improvements for Summerfield. I appreciate the dedicated effort and input of all staff involved in the budget development and especially thank Finance Officer Katrina Whitt for her extra hours and attention to detail. The FY2014–15 budget moves Summerfield forward with a focus on its vision and its people.

Respectfully,

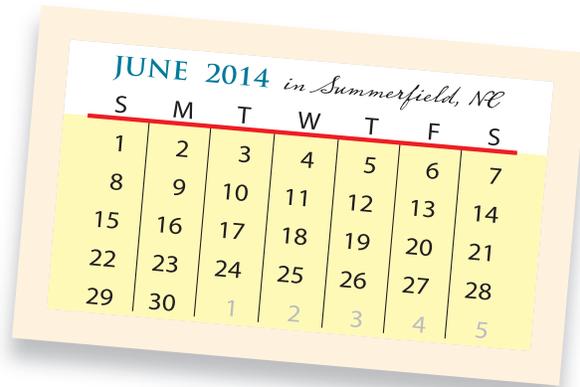


Town Manager K. Scott Whitaker

Per the adopted budget calendar, the proposed budget is available for public inspection at Summerfield Town Hall and at www.summerfieldgov.com.

budget calendar

DATE	TIME	LOCATION	LEAD	EVENT OR BUDGET ACTION
THU/Jan. 30	6:00pm	Town Hall	<i>(Mgr.)</i> —	<ul style="list-style-type: none"> • Special called Town Council meeting/planning session to adopt budget calendar (distributed 1/14), review current budget, focus on anticipated priorities. • Budget-related public comments (priorities focus).¹
FRI/Jan. 31	—	—	<i>(Clerk)</i> <i>(Clerk)</i>	<ul style="list-style-type: none"> • Post/notice adopted calendar, including town website. • Forward calendar to committees, external organizations.
TUE/Feb. 4	—	—	<i>(Fin. Officer)</i> <i>(Mgr.)</i>	<ul style="list-style-type: none"> • Forward budget worksheets to staff, committee chairs. • Staff meeting to discuss calendar, expectations.
TUE/Feb. 11	6:30pm	Comm. Center	<i>(Mayor)</i> —	<ul style="list-style-type: none"> • Regular monthly Town Council meeting. • Budget-related public comments (priorities focus).¹
MON/Feb. 17	7:00pm	Town Hall	<i>(Chair)</i> —	<ul style="list-style-type: none"> • Finance Committee meeting/discussion (priorities focus). • Budget-related public comments.
TUE/Feb. 25	6:30pm	Town Hall	<i>(Council)</i> —	<ul style="list-style-type: none"> • Special called Town Council meeting for planning session. • Budget-related public comments.¹
TUE/Mar. 11	6:30pm	Comm. Center	<i>(Mayor)</i> —	<ul style="list-style-type: none"> • Regular monthly Town Council meeting. • Budget-related public comments.¹
<u>WED/Mar. 12</u>	noon	—	<i>(Fin. Officer)</i>	<ul style="list-style-type: none"> • <u>Deadline for all budget worksheets, budget requests, and capital project requests to Town Manager.</u>
<u>MON/Mar. 31</u>	—	—	<i>(Mgr.)</i>	<ul style="list-style-type: none"> • <u>Initial line-item budget draft available</u> highlighting key features or fiscal policy changes.
TUE/Apr. 8	6:30pm	Comm. Center	<i>(Mayor)</i> ---	<ul style="list-style-type: none"> • Regular monthly Town Council meeting. • Budget-related public comments.¹
MON/Apr. 21	7:00pm	Town Hall	<i>(Chair)</i> —	<ul style="list-style-type: none"> • Finance Committee meeting/discussion about any concerns with line-item budget draft. • Budget-related public comments.
WED-FRI/ April 9–May 2	—	—	<i>(Mgr. and Fin. Officer)</i>	<ul style="list-style-type: none"> • Work on adjustments, budget message, and communications; communicate with staff, committees, external agencies, and Town Council about any significant changes.



DATE	TIME	LOCATION	LEAD	EVENT OR ACTION
TUE/May 13	6:30pm	Comm. Center	(Mayor) —	<ul style="list-style-type: none"> • Regular monthly Town Council meeting. • Budget-related public comment session.¹
WED/May 14	—	—	(Clerk)	<ul style="list-style-type: none"> • Advertise and post/notice of May 27 budget presentation and June 10 public hearing and potential adoption.
WED-FRI/ May 14–May 16	—	—	(Mgr. and Fin. Officer)	<ul style="list-style-type: none"> • Work on adjustments, budget message, and communications; communicate with staff, committees, external agencies, and Town Council about any significant changes.
MON-THU/ May 19–22	—	—	(Mgr.)	<ul style="list-style-type: none"> • Communicate individually with commissioners about any budget concerns.
<u>TUE/May 27</u>	6:30pm	Comm. Center	(Mgr.) — (Clerk)	<ul style="list-style-type: none"> • <u>Special called Town Council meeting to present final draft budget publicly.</u> • Budget-related public comments.¹ • Make final draft budget available at Town Hall, post to town website, forward to local media with Manager statement that it is available for public inspection.
<u>TUE/June 10</u>	6:30pm 7:00pm	Comm. Center	(Mayor) (Mayor)	<ul style="list-style-type: none"> • <u>Budget public hearing.</u>² • Regular monthly Town Council meeting that will include <u>budget consideration and anticipated ordinance adoption</u> specifying estimated revenues, expenses, and property tax rate.
WED/June 11	—	—	(Mgr.)	<ul style="list-style-type: none"> • Communicate with local media absent from hearing that budget passed (as needed).
FRI/June 13	—	—	(Clerk)	<ul style="list-style-type: none"> • Ensure budget ordinance is entered into minutes and copies are filed, available to the public, and posted on town website.
MON/July 1	—	—	—	<ul style="list-style-type: none"> • FY2014–15 budget goes into effect.

NOTES: 1 Public comment session is available for citizens, organizations, and groups
2 Town Council has the authority to approve the budget at any point following the public hearing
3 Times and dates are subject to change—check www.summerfieldgov.com for updates



snapshot of Summerfield

SUMMERFIELD'S HISTORY as a formal township dates to 1996. As a council member memorably described it, "Summerfield is like a teenager," still maturing and finding its way. The town is located in beautiful northwest Guilford County, adjacent to the City of Greensboro to the south, Oak Ridge to the west, and Stokesdale to the northwest. The most recent population numbers indicate a population of 10,614, which is 3,596 more residents than the recorded 7,018 in 2000 and an over 50% increase during the last fourteen years. That growth has been reshaping the town into a dynamic citizenry with both an "old Summerfield" component and a "new Summerfield" constituent.

As evidenced by the following demographic report, the area has a low poverty rate of and its population is highly educated with a median home value and median household income level both well over twice the state average. Citizens are working, raising children, enjoying leisure time, and are interested in quality of life and their peaceful surroundings.

Demographics

BUSINESS QUICKFACTS

	<u>Summerfield</u>	<u>North Carolina</u>
Total number of firms, 2007	1,004	798,791
Black-owned firms, 2007	F	10.5%
American Indian- and Alaska Native-owned firms, 2007	F	1.0%
Asian-owned firms, 2007	F	2.5%
Native Hawaiian and other Pacific Islander-owned firms, 2007	F	0.1%
Hispanic-owned firms, 2007	F	2.7%
Women-owned firms, 2007	S	28.2%
Manufacturers shipments, 2007 (\$1000)	NA	205,867,299
Merchant wholesaler sales, 2007 (\$1000)	5,040	88,795,885
Retail sales, 2007 (\$1000)	62,465	114,578,173
Retail sales per capita, 2007	\$8,268	\$12,641
Accommodation and food services sales, 2007 (\$1000)	D	16,126,939

PEOPLE QUICKFACTS

	<u>Summerfield</u>	<u>North Carolina</u>
Population, 2013 (estimate as of July 1)	10,614	9,848,060
Population, 2012 (estimate as of July 1)	10,476	9,748,364
Population, 2011 (estimate as of July 1)	10,374	9,651,377
Population, 2010 (estimate as of July 1)	10,260	9,559,533
Population, 2000	7,018	8,049,313
Persons under age 5, 2010	4.7%	6.6%
Persons under age 18, 2010	28.9%	23.9%
Persons age 65 and over, 2010	9.5%	12.9%
Females, 2010	49.8%	51.3%
White, 2010(a)	89.9%	68.5%
Black, 2010(a)	4.4%	21.5%
American Indian and Alaska Native, 2010(a)	0.4%	1.3%
Asian, 2010(a)	2.2%	2.2%
Native Hawaiian and other Pacific Islander, 2010(a)	Z	0.1%
Persons reporting two or more races, 2010	1.5%	2.2%
Persons of Hispanic or Latino origin, 2010(b)	4.3%	8.4%
White persons not Hispanic, 2010	87.4%	65.3%
Living in same house 1 year and over, 2008–2012	90.6%	84.4%
Foreign born persons, 2007–2011	6.8%	7.5%
Language other than English spoken at home, age 5+, 2008–2012	9.1%	10.8%
High school graduate or higher, age 25+, 2008–2012	93.4%	84.5%
Bachelor's degree or higher, age 25+, 2008–2012	54.4%	26.8%
Veterans, 2008–2012	607	738,926
Mean travel time to work (minutes), workers age 16+, 2008–2012	25.5	23.5
Housing units, 2010	3,756	4,327,528
Homeownership rate, 2008–2012	91.8%	67.1%
Housing units in multi-unit structures, 2008–2012	0.3%	17.1%
Median value of owner-occupied housing units, 2008–2012	\$333,600	\$153,600
Households, 2008–2012	3,523	3,693,221
Persons per household, 2008–2012	2.88	2.51
Per capita income in the past 12 months (2012 dollars), 2008–2012	\$43,078	\$25,285
Median household income, 2008–2012	\$102,468	\$46,450
Persons below poverty level, percent, 2008–2012	4.1%	16.8%

GEOGRAPHY QUICKFACTS

	<u>Summerfield</u>	<u>North Carolina</u>
Land area in square miles, 2010	26.56	48,617.91
Persons per square mile, 2010	385.3	196.1

(a) Includes persons reporting only one race. (b) Hispanics may be of any race, so also are included in applicable race categories.
 D: Suppressed to avoid disclosure of confidential information F: Fewer than 100 firms NA: Not available
 S: Suppressed; does not meet publication standards Z: Value greater than zero but less than half unit of measure shown

Source: U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, County Business Patterns, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report, Census of Governments.



town organizational structure

THE TOWN OPERATES WITHIN a council-manager form of government; leadership believes that a professionally-trained public administrator is ideal to manage daily operations, while policymaking is a function of the elected leadership. Town managers are usually educated in public administration and the perception is that municipalities operating under this structure benefit more from the manager’s specific training related to best practices, benchmarking, personnel, budgeting/finance, and professional methods of operating a municipality.

This structure is governed by North Carolina General Statutes (Part 2, Article 7 of Chapter 160A). For more information about the benefits of professional municipal management, the International City/County Management Association (ICMA) has an informative “Life Well Run” campaign that can be accessed at: http://icma.org/en/icma/priorities/life_well_run.

Governing Body

The governing body is comprised of a mayor and five council members determined by a general election voted on by qualified voters of the entire town. The mayor is elected directly by citizens for a two-year term and Council members serve four-year staggered terms. Summerfield’s mayor votes only in the event of a tie. All members must be registered voters who reside inside Summerfield’s corporate limits during their full time of service.

Current leadership and ending terms consist of Mayor Tim Sessoms (2015), Mayor Pro-tem Dena Barnes (2015), and Council Members Alicia Flowers (2015), Dianne Laughlin (2017), Elizabeth McClellan (2015), and Mike Adams (2017). The governing body currently has a mix local government experience and private sector expertise. Town Council hires the town manager, contracts with the town attorney, and is responsible for general policymaking and legislative governance.

Departments

ADMINISTRATION is currently composed of Town Manager Scott Whitaker, Town Clerk Valarie Halvorsen, and part-time Manager Assistant/Events Coordinator Cheryl Gore. The manager oversees personnel and daily operations, implements policy, serves as the budget officer, and advises the governing body. He acts as a liaison to various volunteer committees, adjoining governing bodies, and other local, state, and federal

government agencies. The clerk is responsible for all statutory requirements as the official town recordkeeper. She provides administrative support to the manager and serves as a critical “touch point” for citizens and stakeholders by handling requests, complaints, and questions. The manager assistant/events coordinator provides managerial support, serves as a liaison to committees, and manages event programming.

FINANCE is in charge of budget, payroll, and benefits oversight, and financial matters. The department tracks, monitors, reports, and stays abreast of regulatory and compliance matters, as well as performs year-end reporting. Finance Officer Katrina Whitt is also charged with management responsibility of the investment program.

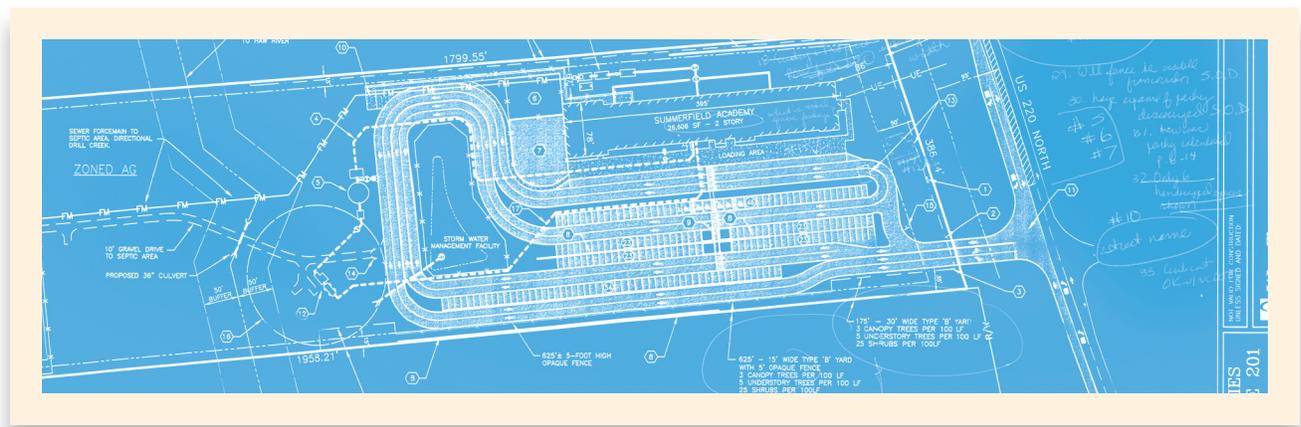
PLANNING includes zoning, subdivision, open space, and watershed review, along with code enforcement. Duties involve maintaining and improving town appearance and livability, promoting orderly growth and development, encouraging long-range planning, promoting land-use regulations to preserve Summerfield’s character, and providing technical support to the Zoning Board and Board of Adjustment. Newly-hired Town Planner Julie Reid and contracted Code Enforcement Officer John Ganus form a solid team.

PARKS AND RECREATION has a mission of working toward the preservation of the environment by providing quality parks, facilities, and services designed for people of all ages and abilities. Parks and Recreation Manager Jeff Goard oversees both Summerfield Community Park and its lake and trails, along with Summerfield Athletic Park and its large multi-purpose field and three baseball fields. He handles rentals and also has direct oversight of property and grounds. Part-time Parks and Recreation Attendant Rick Biggs handles evening and weekend duties, along with janitorial services at both parks.

Contracting

As a “limited-services” government, Summerfield focuses more internally on quality-of-life services and other professional services are provided by contract or private vendor:

- legal: Frazier Hill & Fury, RLLP (attorney William Hill)
- auditing: Rouse, Rouse, Penn & Rouse LLP
- engineering: Anderson & Associates, Inc.
- code enforcement: N-Focus Design, Inc.
- solid waste collection and disposal: Republic Services
- elections: Guil. Co. Board of Elections
- tax collection: Guil. Co. Tax Department
- inspections: Guil. Co. Planning & Development
- animal control: Guil. Co. Animal Control
- fire inspections: Guil. Co. Fire Marshal’s Office
- law enforcement: Guil. Co. Sheriff’s Office
- senior programs: Senior Resources of Guil.



Boards and Committees

Summerfield values its citizens' participation and input and considers these key to building and maintaining the community. Boards and committees are key forums for direct decision-making, advising, and making quality-of-life improvements that support the vision and policies of the town. In addition to serving on a committee, there are often short-term projects for sharing one's expertise, time, and energy, such as helping at special events like Founders' Day or park events. The formal town committees and boards below are currently activated or being established.

BOARD OF ADJUSTMENT (BOA): Responsible for hearing and deciding appeals and reviewing any order, requirement, decision, determination, or interpretation made by an administrative official charged with enforcing the Summerfield Unified Development Ordinance (UDO). The BOA is also tasked with hearing all quasi-judicial special use permits.

FINANCE COMMITTEE: Functions as a steward of town assets and collaborates to accomplish town goals. It lends financial expertise, offers unbiased review and financial recommendations, adheres to the Cash Management and Investment Policy, and provides and maintains fiscal responsibility in all actions.

FOUNDERS' DAY COMMITTEE: Tasked with helping to organize and plan the annual Founders' Day two-day event held in mid-May. The signature town event includes a parade, vendors, demonstrations, exhibits, rides and attractions, food, live music and entertainment, and children's activities. Considerable planning and preparation is required.

HISTORICAL COMMITTEE: Promotes the preservation and restoration of town historical properties and maintains the unique community history for today and future generations. It locates, lists, identifies, and records photographs and written descriptions of historical structures while providing educational resources to citizens. The committee also oversees the town hall's museum of local history.

PUBLIC SAFETY COMMITTEE: Reviews and investigates citizen and town safety concerns and makes recommendations. The committee is responsible for ensuring Summerfield's emergency preparedness by maintaining the town generator and emergency supplies and equipment, and providing training and staff for the two designated Red Cross emergency shelters located at Summerfield Methodist Church and Center Grove United Methodist Church.

TRAILS AND OPEN SPACE COMMITTEE: Helps develop and shape greenways, trails, and open space for recreational opportunities and connection to neighborhoods and amenities. The committee provides representation for town citizens and addresses related policy areas within the Comprehensive Plan. The Atlantic and Yadkin Greenway is a primary development focus. Also, open space must be planned as major transportation changes are underway with US 220 improvements and the upcoming I-73 project that will alter the local landscape.

ZONING BOARD: Responsible for reviewing all zoning map amendments (rezonings), major subdivision and site plan review, and all watershed modifications. The board acts in an advisory capacity for zoning map amendments and watershed modifications, passing on their recommendations to Town Council for final approval.



budget policies and procedures

SUMMERFIELD ADHERES to the Local Government Budget and Fiscal Control Act within the North Carolina General Statutes to ensure compliance with accepted financial practices of North Carolina governments. The Local Government Commission (LGC) provides additional oversight at the state level. A solid annual budget is a policy document, financial plan, spending plan, operating plan, and communication device for leadership and staff. It is a public document that should transparently communicate how resources are being utilized to deliver town services.

Budget Process

- 1) Summerfield's fiscal year begins July 1 and ends June 30.
- 2) The town manager shall prepare a proposed budget with participation of all departments within the provisions of the town charter and as statutorily relegated to the manager. While the manager is the responsible party, Town Council, committees, citizens, and stakeholders help shape the final budget.
- 3) A budget calendar shall be used, but the manager has discretion in its development and use providing that certain parameters are met:
 - a. three public budget workshops must be held;
 - b. the manager must present a proposed budget to Town Council no later than June 1; and,
 - c. the budget must be formally adopted by Town Council before July 1 following a public hearing.
- 4) Each proposed budget shall be reviewed and evaluated regarding the following components:
 - a. revenues (including user fees);
 - b. personnel costs;
 - c. operations and maintenance costs; and
 - d. capital and non-capital project costs.

Reporting

- 1) Monthly financial reports will be prepared by the finance officer to enable the management of internal budgets and to enable the finance officer and town manager to monitor and control the budget.
- 2) Summary financial and budgetary reports will be presented to Town Council monthly for review.

Budget Control

- 1) Special authorizations and restrictions:
 - a. The finance officer may not transfer any amounts between line items outlined specifically within the budget ordinance, except as approved by Town Council in the Budget Ordinance as amended;
 - b. The finance officer may transfer amounts within line items outlined specifically within the budget ordinance to meet the operational needs of the town. Finance officer transfers must be reported at the next Town Council meeting; and
 - c. The finance officer may not make any change to salaries without approval by the town manager.
- 2) Projected revenues will cover budgeted expenditures and the town shall avoid practices that cover current expenditures at the expense of meeting future expense obligations (accruing future revenues, postponing expenditures that need to be covered immediately, etc.).
- 3) All expenditures and revenues are monitored throughout the fiscal year.

Policy Guidelines

- 1) All funds must balance—anticipated revenues must equal the sum of budgeted expenditures.
- 2) The General Fund is based on long-range financial plans and fund reserves. A 2008 expenditure approval ordinance dictates that “the General Fund undesignated fund balance should not be lower than 30% of the General Fund budgeted expenditures. The town wishes to maintain sufficient minimum reserves in any given budget year for capital projects and operational expenses.
- 3) Summerfield shall maintain effective tax and fee collection systems to maximize revenues from available sources.
- 4) The town shall maintain a diversified revenue base to distribute the revenue burden equitably and mitigate against fluctuations in any given source.
- 5) Departments internally develop expenditure requests for the next fiscal year as dictated by the town manager’s budget calendar or direction.
- 6) Summerfield will implement user fees in areas where feasible and productive and set fees at levels related to the costs of providing the services and consistent with those of similar governmental units. Fees will be reviewed periodically within the budget process and adjusted with Town Council approval to recoup costs and/or match market increases. A fee schedule shall be adopted as part of the Budget Ordinance.
- 7) Financial transactions shall be budgeted and recorded in individual funds comprised of related accounts associated with a specific purpose, department, or program. Funds are generally classified into these types: governmental funds, special revenue funds, capital project funds, proprietary funds, and fiduciary funds.
- 8) Town funds are accounted for on the modified accrual basis of accounting. Revenues are recognized when they become measurable, when they are available, and when they are susceptible to accrual. Expenditures are recorded as the liabilities are incurred, if measurable.
- 9) Summerfield’s budget is adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP). All annual appropriations lapse at the fiscal year end.

thrift is of great revenue...
 – Marcus Tullius Cicero



general fund revenues

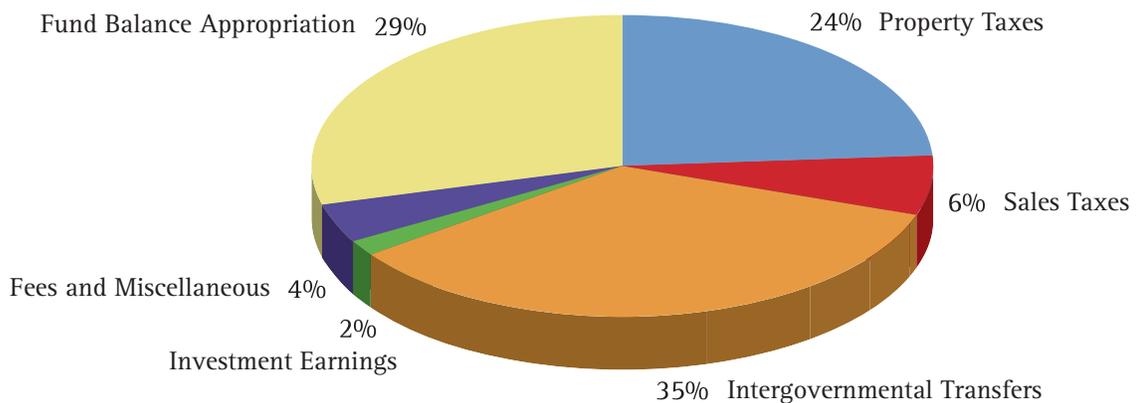
REVENUES ARE THE FOUNDATION of any budget and Summerfield’s departments are supported by the General Fund. These revenues come from property taxes, intergovernmental transfers, fees, interest income, grants, donations, and fund balance allocations. Revenue forecasts are subject to factors beyond the control of the town.

Historically, Summerfield sought longer-term CD when rates were attractive to hedge against volatility in the market. The town positioned much of its idle funds in a series of five-year CDs paying between 4.64% and 5.20% resulting in considerable investment income. The CDs all matured in 2012, drastically affecting the town’s investment income potential. The town has investigated investment options since late 2012, but is realizing significantly less returns. Options are constrained (more so than citizens and the private sector) by NCGS 159-30. The three main objectives of the town’s Cash Management and Investment Policy are, in priority order, *Safety, Liquidity, and Yield.*

- Property Tax \$361,000
- Sales Tax 94,000
- Intergovernmental Transfers 519,500
- Investment Earnings 25,000
- Fees and Miscellaneous 53,750
- Fund Balance Appropriation 423,357

Total budget \$1,476,607

FY2014–15 Projected Revenue

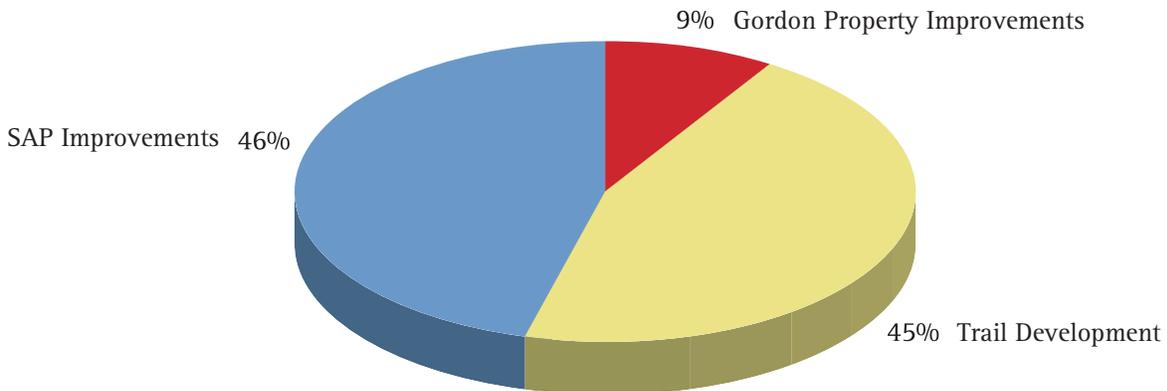




planned capital projects

CAPITAL PROJECTS are discussed in more detail within the budget message, but the project list will be less intense when compared to last year’s aggressive capital project list. The focus will be on Gordon property improvements, continued trail development, and needed athletic park improvements.

FY2014–15 Planned Capital Projects



- Gordon property improvements.....\$50,000
(clearing mobile homes/structures, barn repair, etc.)
- A&Y Greenway (South) trail development250,000
- Summerfield Athletic Park improvements253,000
(entrance roadway, paving gravel parking/access areas, batting cages, fencing/gates, etc.)

Total capital projects\$553,000*

*Does not include all capital expenses or purchases, but instead reflects capital projects.



general fund expenditures

EXPENDITURES made by municipalities must be made for a “public purpose” legally required. This requirement is for all public funds and not just taxes. This does not prevent public funds from being appropriated to private entities to provide services considered a public purpose (i.e. maintenance of town properties by private entities). Summerfield’s budget ordinance is divided into expenditures by department, committee, or function and is further divided into Personnel, Operating Expenses, Services, and Capital Outlay. Not every budget area has all four of these elements.

We continue to “tighten” the budget to better approximate actual expenses. More progress was made in FY2013–14 regarding operational costs: contracts were looked at closer, we rethought some processes, and made headway in consolidating related work. The focus has not only been on lowering costs but also on improving efficiency and increasing vendor/contractor accountability to yield better results.

Comparison of Expenses per Department

	<u>Percent (rounded)</u>	<u>FY2014–15</u>	<u>FY2013–14</u>	<u>Variance</u>
• Governing Body	3%	\$43,018	\$43,650	(\$632)
• Administration	20%	291,350	295,950	(4,600)
• Finance	6%	80,739	79,864	875
• Legal	4%	60,000	65,000	(5,000)
• Planning	10%	144,900	139,650	5,250
• Election Services	—	0	9,000	(9,000) ¹
• Property and Buildings	5%	78,000	876,200 ²	(798,200)
• Community Resources	47%	698,450	575,475	122,975 ²
• Community Services	5%	77,500	79,050	(1,550)
• Community Planning	—	2,650	5,550	(2,900)
Total budget	100%	\$1,476,607	\$2,169,389	(\$692,782)

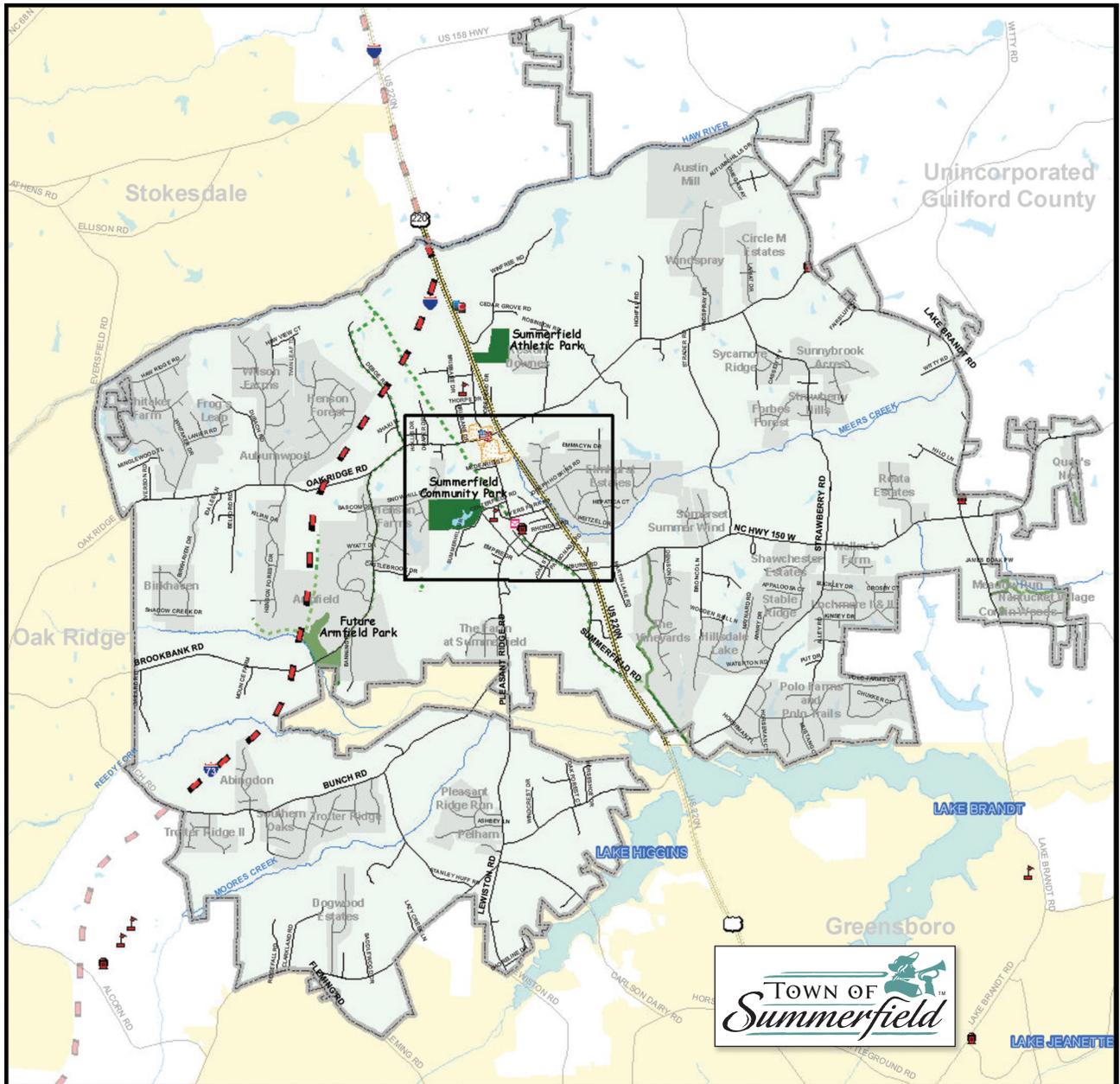
NOTES: 1 2014 is not an election year.

2 Includes or included major capital projects within those respective departments.

budget assumptions, justifications, and notes

- 1) **Tax collection rate:** Guilford County Tax Department collects taxes on behalf of Summerfield and an estimated tax collection rate of 98% underpins the proposed revenue estimate. This estimation is based on realized recent historical rates as provided by the county allowing a conservative margin. The 2012 collection rate was 98.82% and the 2013 rate through the end of April with a 99.01%.
- 2) **Property valuations:** State law requires counties to reappraise all real property at least every 8 years to reflect current market value. Guilford County last reappraised properties effective January 1, 2012. Market value is the most probable price which a property should bring in a competitive and open market given a fair sale. The recent revaluation captured the gains in value between 2004 and 2008 as well as the declines in value up to 2012, and tax values remained somewhat flat. The projected valuation for FY2013–14 was \$1,337,100,000 and for this year, that number has grown to \$1,339,375,000, an increase of 0.17%.
- 3) **State revenues:** Projected revenues are based on state allocations to local governments and are budgeted relatively in line with FY2013–14 levels. Based on March 2014 statistics (April figures will not be available by county until May 28) from the North Carolina Department of Commerce, Guilford County's unemployment rate has improved since 2013 with a 6.7% county rate compared to a 6.6% state rate (both not seasonally adjusted). Revenue expectations related to sales tax and planning are not expected to increase significantly.
- 4) **Local revenues:** Most utility, franchise, and alcohol revenues have been relatively consistent over the last few budget years, but two important changes are worth noting. Cable franchise fees are relatively flat and ABC distributions remain strong for Summerfield.
- 5) **Salaries:** A potential 4% merit increase (not a cost-of-living adjustment) has been budgeted for most positions, with the exception of one that may have a one-time adjustment up to 7% in order to better align the position with market rates. Another exception is that the newly-hired position only has 1% budgeted due to the expected evaluation date. Appropriate overtime is also projected and included for all non-exempt positions.
- 6) **Fringe benefits:** Health plans were “shopped” this budget cycle, but no employee benefits or provider changes are proposed. Only three full-time employees are currently enrolled in the town's health insurance program. Summerfield's premium costs are increasing approximately 13% for those enrolled.
- 7) **Travel and Training:** Combined travel and education allowances were adjusted specifically for each department, committee, or board: Governing Body and Historical Committee increased while Administration, Finance, Planning, Parks and Recreation, Public Safety Committee, Zoning Board, and Board of Adjustment decreased.

Summerfield map



detailed FY2014-15 budget

	Actual FY2012-13	Budgeted FY2013-14	To Date 5/22/14 FY2013-14	Proposed FY2014-15	Proposed vs. Current
General Fund Revenues					
1010000 · REVENUE					
1010100 · Tax Revenue					
1010115 · Property Taxes 2014	0.00	0.00	0.00	361,000.00	361,000.00
1010114 · Property Taxes 2013	0.00	458,600.00	465,005.54	0.00	(458,600.00)
1010113 · Property Taxes 2012	461,004.61	0.00	3,980.93	0.00	0.00
1010112 · Property Taxes 2011	3,226.49	0.00	1,194.21	0.00	0.00
1010111 · Property Taxes 2010	609.23	0.00	904.26	0.00	0.00
1010110 · Property Taxes 2009	11.38	0.00	1.37	0.00	0.00
1010109 · Property Taxes 2008	66.22	0.00	53.15	0.00	0.00
1010108 · Property Taxes 2007	16.57	0.00	148.31	0.00	0.00
1010106 · Property Taxes 2006	41.25	0.00	79.70	0.00	0.00
1010105 · Property Taxes 2005	22.68	0.00	76.10	0.00	0.00
1010101 · Property Taxes 2004	0.00	0.00	63.01	0.00	0.00
1010102 · 1% Local Gov't Sales Tax (39)	50,306.67	45,000.00	41,347.95	44,000.00	(1,000.00)
1010103 · 1/2% Suppl Local Sales Tax (40)	21,007.62	22,000.00	16,424.44	19,000.00	(3,000.00)
1010104 · 1/2% Add'l Local Sales Tax (42)	24,290.61	22,000.00	20,026.58	19,000.00	(3,000.00)
1010107 · Local Option Sales Tax (44)	39.52	0.00	-10.66	0.00	0.00
1010180 · City Hold Harmless Sales Tax	16,568.10	18,000.00	12,407.20	12,000.00	(6,000.00)
Total 1010100 · Tax Revenue	577,210.95	565,600.00	561,702.09	455,000.00	(110,600.00)
1010200 · Intergovernmental Revenue					
1010201 · Beer & Wine Tax	42,340.94	45,000.00	0.00	46,500.00	1,500.00
1010202 · Electric Power Franchise Tax	269,645.00	278,000.00	131,561.00	272,000.00	(6,000.00)
1010203 · ABC Distribution	76,558.82	70,000.00	53,476.90	72,000.00	2,000.00
1010204 · Cable Franchise	94,057.08	90,000.00	46,805.10	92,000.00	2,000.00
1010205 · Piped Natural Gas Excise Tax	7,698.00	7,000.00	2,850.00	8,000.00	1,000.00
1010206 · Telecommunication Sales Tax	24,987.76	22,000.00	13,559.00	22,500.00	500.00
1010207 · Solid Waste Disposal Tax	959.25	0.00	5,016.69	6,500.00	6,500.00
Total 1010200 · Intergovernmental Revenue	516,246.85	512,000.00	253,268.69	519,500.00	7,500.00
1010300 · Investment Earnings					
1010301 · Investment Earnings	61,564.29	18,000.00	12,868.42	25,000.00	7,000.00
Total 1010300 · Investment Earnings	61,564.29	18,000.00	12,868.42	25,000.00	7,000.00
1010400 · Fees & Misc Revenue					
1010401 · Planning Fees	16,292.40	17,100.00	12,350.70	19,000.00	1,900.00
1010404 · Misc Revenue	45.40	100.00	893.10	300.00	200.00
Total 1010400 · Fees & Misc Revenue	16,337.80	17,200.00	13,243.80	19,300.00	2,100.00
1010500 · Grants & Intergov Transfers					
1010504 · Misc Grants	0.00	0.00	0.00	0.00	0.00
Total 1010500 · Grants & Intergov Transfers	0.00	0.00	0.00	0.00	0.00
1010600 · Donations & Program Revenue					
1010630 · Parks & Rec Revenue					
1010660 · SAP Concessions	611.50	750.00	1,146.80	850.00	100.00
1010670 · SAP Rental Fees	22,257.50	22,000.00	23,535.00	29,000.00	7,000.00
1010650 · SAP Advertising	500.00	1,000.00	0.00	0.00	(1,000.00)
1010631 · SCP Park Rental Fees	1,005.00	1,000.00	455.00	700.00	(300.00)
Total 1010630 · Parks & Rec Revenue	24,374.00	24,750.00	25,136.80	30,550.00	5,800.00
1010620 · Founders' Day Revenue					
1010628 · FD Food Vendor Revenue	0.00	0.00	0.00	0.00	0.00
1010627 · FD Misc Fees	316.00	200.00	301.00	150.00	(50.00)
1010626 · FD Sponsors	3,055.00	3,000.00	1,100.00	2,000.00	(1,000.00)
1010625 · FD Food Vendor Booth Space	550.00	500.00	300.00	500.00	0.00
1010623 · FD Booth Space	1,085.00	1,200.00	1,060.00	1,200.00	0.00
1010622 · FD Rides/Games	84.00	100.00	22.00	50.00	(50.00)
Total 1010620 · Founders' Day Revenue	5,090.00	5,000.00	2,783.00	3,900.00	(1,100.00)
1010601 · Parks & Rec Donations/Spon					

	Actual FY2012-13	Budgeted FY2013-14	To Date 5/22/14 FY2013-14	Proposed FY2014-15	Proposed vs. Current
1010686 · Music in Park Event D/S	0.00	0.00	0.00	0.00	0.00
1010683 · Tree Lighting Event D/S	50.00	0.00	0.00	0.00	0.00
1010682 · Halloween Event D/S	0.00	0.00	0.00	0.00	0.00
1010601 · Other P&R Donations/Spon	0.00	0.00	0.00	0.00	0.00
Total 1010601 · Parks & Rec Donations/Spon	50.00	0.00	0.00	0.00	0.00
1010605 · Founders' Day Donations	0.00	0.00	125.00	0.00	0.00
1010606 · Historical Committee Donations	0.00	0.00	387.00	0.00	0.00
Total 1010600 · Donations & Program Revenue	29,514.00	29,750.00	28,431.80	34,450.00	4,700.00
1010700 · Transfer from Fund Balance					
1010701 · Transfer from Undesig Fund Balance	0.00	1,026,839.00	0.00	423,357.00	(603,482.00)
Total 1010700 · Transfer from Fund Balance	0.00	1,026,839.00	0.00	423,357.00	(603,482.00)
Total 1010000 · Revenue	1,200,873.89	2,169,389.00	869,514.80	1,476,607.00	(692,782.00)

General Fund Expenditures

2010000 · GOVERNING BODY

2010100 · Gov Body Personnel					
2010101 · Workers Compensation	85.45	100.00	78.17	100.00	0.00
2010102 · Insurance & Bonding (Fidelity)	6,642.17	8,500.00	6,284.59	7,500.00	(1,000.00)
2010105 · Town Council Stipends	15,000.00	15,000.00	12,500.00	15,000.00	0.00
2010106 · FICA on Town Council Stipends	1,147.49	1,150.00	956.26	1,750.00	600.00
2010103 · Dues, Subscriptions, & Service Fees	13,312.00	14,500.00	14,231.00		(14,500.00)
2010107 · NCLM Service Fee	0.00	0.00	0.00	10,200.00	10,200.00
2010108 · Piedmont Triad Region Council Dues	0.00	0.00	0.00	2,250.00	2,250.00
2010109 · School of Govt Foundation Dues	0.00	0.00	0.00	1,218.00	1,218.00
2010110 · Piedmont Triad Partnership	0.00	0.00	0.00	0.00	0.00
2010111 · Kids Voting - Guilford County	0.00	0.00	0.00	0.00	0.00
Total 2010100 · Gov Body Personnel	36,187.11	39,250.00	34,050.02	38,018.00	(1,232.00)
2010200 · Gov Body Oper Exp					
2010201 · Retreat	0.00	500.00	0.00	1,200.00	700.00
Total 2010200 · Gov Body Oper Exp	0.00	500.00	0.00	1,200.00	700.00
2010300 · Gov Body Services					
2010301 · Training/Education	329.00	1,200.00	825.00	1,400.00	200.00
2010302 · Per Diem & Travel	577.92	1,200.00	209.90	1,200.00	0.00
2010303 · Volunteer Appreciation	1,217.00	1,500.00	945.00	1,200.00	(300.00)
Total 2010300 · Gov Body Services	2,123.92	3,900.00	1,979.90	3,800.00	(100.00)
Total 2010000 · Governing Body	38,311.03	43,650.00	36,029.92	43,018.00	(632.00)

3010000 · ADMINISTRATION

3010100 · Admin Personnel					
3010101 · Salaries & Wages	127,189.74	140,000.00	105,845.13	152,500.00	12,500.00
3010102 · Social Security Contribution	9,646.11	10,800.00	8,109.38	11,700.00	900.00
3010103 · Unemployment Compensation	0.00	0.00	4,488.40	750.00	750.00
3010104 · Workers Compensation	451.58	500.00	271.66	500.00	0.00
3010105 · Health, Vision, Dental Insur	30,324.00	45,000.00	29,990.00	41,000.00	(4,000.00)
3010106 · Life Insurance	760.48	900.00	668.36	950.00	50.00
3010107 · Employee Retirement (Pension)	8,488.47	11,500.00	7,483.24	12,400.00	900.00
3010108 · Dues & Subscriptions	900.25	1,000.00	941.50	1,000.00	0.00
3010110 · Employee Retirement (401k)	3,778.26	4,200.00	3,058.33	4,600.00	400.00
Total 3010100 · Admin Personnel	181,538.89	213,900.00	160,856.00	225,400.00	11,500.00
3010200 · Admin Oper Exp					
3010201 · Office Supplies & Materials	2,498.65	5,000.00	3,271.90	4,000.00	(1,000.00)
3010202 · Copier Lease & Maint	1,978.74	2,500.00	2,078.21	2,500.00	0.00

	Actual FY2012-13	Budgeted FY2013-14	To Date 5/22/14 FY2013-14	Proposed FY2014-15	Proposed vs. Current
3010203 · Telephone	3,554.52	3,500.00	2,206.92	3,000.00	(500.00)
3010204 · Postage	1,029.31	1,700.00	532.01	1,200.00	(500.00)
3010205 · Furniture & Equipment	1,644.31	2,000.00	1,349.15	1,800.00	(200.00)
3010206 · Info Technology Exp	4,802.75	5,500.00	4,192.24	5,000.00	(500.00)
3010207 · Internet Exp	2,563.48	3,300.00	2,389.90	3,200.00	(100.00)
3010208 · Town Meeting Refreshments	166.47	800.00	130.90	600.00	(200.00)
3010209 · Insurance	7,383.03	8,500.00	6,626.60	9,000.00	500.00
3010210 · Advertising	2,796.05	4,500.00	1,716.01	4,000.00	(500.00)
3010211 · Records Storage	600.00	750.00	647.85	850.00	100.00
3010212 · Admin Misc Exp	443.52	1,000.00	397.19	800.00	(200.00)
3010213 · Vehicle Maint	1,436.05	4,000.00	1,837.54	3,500.00	(500.00)
Total 3010200 · Admin Oper Exp	30,896.88	43,050.00	27,376.42	39,450.00	(3,600.00)
3010300 · Admin Services					
3010301 · Training/Education	1,073.50	2,500.00	1,390.00	2,000.00	(500.00)
3010302 · Per Diem & Travel	1,997.54	3,500.00	3,572.83	3,800.00	300.00
3010303 · Town Newsletter	0.00	0.00	0.00	4,000.00	4,000.00
3010304 · Website Redesign	0.00	8,000.00	0.00	6,000.00	(2,000.00)
3010305 · Branding	0.00	10,000.00	1,534.36	5,000.00	(5,000.00)
Total 3010300 · Admin Services	3,071.04	24,000.00	6,497.19	20,800.00	(3,200.00)
3010400 · Admin Capital Outlay					
3010404 · Computer Equip & Peripherals	5,623.22	8,000.00	10,603.24	3,000.00	(5,000.00)
3010405 · Software	449.00	4,000.00	0.00	1,500.00	(2,500.00)
3010406 · Furniture	0.00	2,000.00	0.00	0.00	(2,000.00)
3010407 · Audio Visual Equipment	0.00	1,000.00	0.00	1,200.00	200.00
Total 3010400 · Admin Capital Outlay	6,072.22	15,000.00	10,603.24	5,700.00	(9,300.00)
Total 3010000 · Administration	221,579.03	295,950.00	205,332.85	291,350.00	(4,600.00)

4011000 · FINANCE

4011100 · Finance Personnel					
4011101 · Salaries & Wages	60,792.98	51,200.00	41,221.39	53,000.00	1,800.00
4011102 · FICA	4,598.31	4,000.00	3,153.44	4,100.00	100.00
4011103 · Unemployment	0.00	0.00	167.78	300.00	300.00
4011104 · Workers Comp Insurance	160.17	200.00	133.97	200.00	0.00
4011107 · Employee Retirement (Pension)	4,051.32	4,200.00	2,914.36	4,300.00	100.00
4011108 · Dues & Subscriptions	0.00	400.00	0.00	400.00	0.00
4011110 · Employee Retirement (401k)	1,306.99	1,600.00	0.00	1,600.00	0.00
Total 4011100 · Finance Personnel	70,909.77	61,600.00	47,590.94	63,900.00	2,300.00
4011300 · Finance Services					
4011301 · Audit	8,950.00	10,000.00	9,450.00	10,000.00	0.00
4011302 · Contract Accounting Services	600.00	1,000.00	0.00	0.00	(1,000.00)
4011303 · Insurance & Bonding (Fidelity)	510.01	625.00	474.04	600.00	(25.00)
4011304 · Tax Collection	2,639.00	2,639.00	2,639.00	2,639.00	0.00
4011305 · Misc Finance & Bank Charges	542.21	1,000.00	787.26	850.00	(150.00)
4011306 · Training/Education	0.00	2,000.00	1,460.00	1,750.00	(250.00)
4011307 · Per Diem & Travel	0.00	1,000.00	0.00	1,000.00	0.00
Total 4011300 · Finance Services	13,241.22	18,264.00	14,810.30	16,839.00	(1,425.00)
Total 4011000 · Finance	84,150.99	79,864.00	62,401.24	80,739.00	875.00

4012000 · LEGAL

4012300 · Legal Services					
4012301 · Contract Legal Services	56,462.21	65,000.00	41,722.25	60,000.00	(5,000.00)
Total 4012300 · Legal Services	56,462.21	65,000.00	41,722.25	60,000.00	(5,000.00)
Total 4012000 · Legal	56,462.21	65,000.00	41,722.25	60,000.00	(5,000.00)

4013000 · PLANNING

4013100 · Planning Personnel

	Actual FY2012-13	Budgeted FY2013-14	To Date 5/22/14 FY2013-14	Proposed FY2014-15	Proposed vs. Current
4013101 · Salaries & Wages	17,293.52	49,500.00	2,954.24	59,000.00	9,500.00
4013102 · FICA Contribution	1,331.30	3,800.00	226.00	4,550.00	750.00
4013103 · Unemployment Compensation	0.00	0.00	6,778.54	9,400.00	9,400.00
4013104 · Worker's Compensation	666.99	850.00	241.94	950.00	100.00
4013105 · Health, Dental, Vision Insur	2,946.00	10,700.00	875.50	16,000.00	5,300.00
4013106 · Life Insurance	131.04	350.00	26.88	400.00	50.00
4013107 · Retirement (Pension)	1,170.74	4,200.00	208.86	5,000.00	800.00
4013108 · Dues & Subscriptions	4,415.00	4,500.00	4,055.00	4,500.00	0.00
4013110 · Retirement (401k)	521.10	1,500.00	88.63	1,800.00	300.00
Total 4013100 · Planning Personnel	28,475.69	75,400.00	15,455.59	101,600.00	26,200.00
4013200 · Planning Oper Exp					
4013201 · Office Supplies	903.47	1,500.00	543.54	1,100.00	(400.00)
4013203 · Equipment Maint	0.00	1,000.00	800.00	1,000.00	0.00
Total 4013200 · Planning Oper Exp	903.47	2,500.00	1,343.54	2,100.00	(400.00)
4013300 · Planning Services					
4013310 · Development Ordinance	3,379.59	25,000.00	22,850.00	800.00	(24,200.00)
4013301 · Training/Education	140.00	1,500.00	0.00	1,200.00	(300.00)
4013302 · Per Diem & Travel	0.00	1,000.00	0.00	1,000.00	0.00
4013303 · Planning Services	29,436.00	0.00	50,212.81	5,000.00	5,000.00
4013305 · Zoning Enforcement	11,556.32	14,000.00	11,175.35	15,400.00	1,400.00
4013306 · Lighting Regs Assessments	0.00	250.00	100.00	600.00	350.00
4013308 · Town Engineer Contract	12,274.20	15,000.00	10,790.00	15,200.00	200.00
Total 4013300 · Planning Services	56,786.11	56,750.00	95,128.16	39,200.00	(17,550.00)
4013400 · Planning Capital Outlay					
4013401 · Computer Equip & Peripherals	8,595.00	5,000.00	3,500.00	2,000.00	(3,000.00)
Total 4013400 · Planning Capital Outlay	8,595.00	5,000.00	3,500.00	2,000.00	(3,000.00)
Total 4013000 · Planning	94,760.27	139,650.00	115,427.29	144,900.00	5,250.00
4014000 · ELECTION SERVICES					
4014300 · Elections Services					
4014301 · Contract Election Service	0.00	9,000.00	6,971.88	0.00	(9,000.00)
Total 4014300 · Election Services	0.00	9,000.00	6,971.88	0.00	(9,000.00)
5010000 · PROPERTY & BUILDINGS					
5010200 · Property/Bldgs Oper Exp					
5010201 · Repairs, Maint, & Contracts	2,242.61	11,000.00	2,784.21	8,000.00	(3,000.00)
5010202 · Office Cleaning	2,352.87	2,700.00	2,192.19	2,700.00	0.00
5010203 · Landscaping	4,024.87	6,000.00	2,270.61	10,000.00	4,000.00
5010204 · Heating & Utility Supplies	3,267.78	4,000.00	3,229.07	4,800.00	800.00
5010206 · Rental of SFD Community Center	1,770.00	2,500.00	780.00	2,500.00	0.00
Total 5010200 · Property/Bldgs Oper Exp	13,658.13	26,200.00	11,256.08	28,000.00	1,800.00
5010400 · Property/Bldgs Capital Outlay					
5010402 · Construction Services	3,908.61	250,000.00	24,878.98	10,000.00	(240,000.00)
5010403 · Facilities Land Acquis/Improvmnts	0.00	600,000.00	59,556.32	40,000.00	(560,000.00)
Total 5010400 · Property/Bldgs Capital Outlay	3,908.61	850,000.00	84,435.30	50,000.00	(800,000.00)
Total 5010000 · Property & Buildings	17,566.74	876,200.00	95,691.38	78,000.00	(798,200.00)
6010000 · COMMUNITY RESOURCES					
6011500 · Parks & Rec Committee					
6011530 · Parks & Rec Committee Services					
6011310 · Parks & Rec Programs					
6011381 · Fishing Derby	0.00	1,200.00	0.00	1,000.00	(200.00)
6011383 · Christmas Tree Lighting	1,524.65	1,750.00	1,594.48	4,000.00	2,250.00
6011384 · Touch-a-Truck	0.00	750.00	0.00	750.00	0.00
6011386 · Movies in the Park	0.00	0.00	0.00	0.00	0.00
6011388 · Partnership Events	376.14	1,500.00	347.67	500.00	(1,000.00)

	Actual FY2012-13	Budgeted FY2013-14	To Date 5/22/14 FY2013-14	Proposed FY2014-15	Proposed vs. Current
6011389 · Music in the Park	327.00	2,500.00	1,321.37	5,000.00	2,500.00
6011391 · Events in the Park	0.00	0.00	0.00	1,000.00	1,000.00
Total 6011310 · Parks & Rec Programs	2,227.79	7,700.00	3,263.52	12,250.00	4,550.00
Total 6011530 · Parks & Rec Committee Services	2,227.79	7,700.00	3,263.52	12,250.00	4,550.00
Total 6011500 · Parks & Rec Committee	2,227.79	7,700.00	3,263.52	12,250.00	4,550.00
6011000 · Parks & Rec Dept					
6011100 · P&R Personnel					
6011101 · Salaries & Wages	29,597.80	57,200.00	43,068.37	60,000.00	2,800.00
6011102 · FICA Contributions	2,456.96	4,500.00	3,297.26	4,600.00	100.00
6011103 · Unemployment Compensation	0.00	0.00	141.61	400.00	400.00
6011104 · Workers' Comp	1,072.99	2,000.00	766.87	1,750.00	(250.00)
6011105 · Health, Dental, Vision Ins	736.50	0.00	0.00	0.00	0.00
6011106 · Life Insurance	153.44	250.00	242.48	350.00	100.00
6011107 · Retirement (Pension)	2,175.34	4,200.00	2,780.22	4,400.00	200.00
6011108 · Dues & Subscriptions	0.00	200.00	0.00	0.00	(200.00)
6011110 · Retirement (401k)	968.25	1,550.00	1,179.73	1,600.00	50.00
Total 6011100 · P&R Personnel	37,161.28	69,900.00	51,476.54	73,100.00	3,200.00
6011200 · P&R Oper Exp					
6011201 · SFD Elementary Track	605.47	1,250.00	0.00	0.00	(1,250.00)
6011208 · Trail Maint	9.06	0.00	0.00	0.00	0.00
6011250 · SCP Oper Exp					
6011202 · SCP Landscape Maint	20,121.98	25,000.00	10,825.00	24,000.00	(1,000.00)
6011203 · SCP Janitorial Services	6,552.00	3,000.00	2,676.00	0.00	(3,000.00)
6011205 · SCP Maint & Contracts	8,289.14	13,000.00	7,144.01	13,000.00	0.00
6011206 · SCP Tools & Supplies	1,213.50	1,500.00	560.43	750.00	(750.00)
6011207 · SCP Trail Maint	0.00	1,000.00	0.00	1,500.00	500.00
Total 6011250 · SCP Oper Exp	36,176.62	43,500.00	21,205.44	39,250.00	(4,250.00)
6011270 · SAP Oper Exp					
6011275 · SAP Field Maint	16,656.00	20,000.00	5,775.30	7,200.00	(12,800.00)
6011274 · SAP Janitorial Services	5,616.00	3,500.00	2,425.00	0.00	(3,500.00)
6011273 · SAP Landscape Maint	22,246.05	24,000.00	19,934.61	24,000.00	0.00
6011272 · SAP Tools & Supplies	3,350.24	3,800.00	2,314.29	1,500.00	(2,300.00)
6011271 · SAP Maint & Contracts	23,324.85	35,000.00	28,535.01	35,000.00	0.00
Total 6011270 · SAP Oper Exp	71,193.14	86,300.00	58,984.21	67,700.00	(18,600.00)
Total 6011200 · P&R Oper Exp	107,984.29	131,050.00	80,189.65	106,950.00	(24,100.00)
6011300 · P&R Services					
6011301 · Training/Education	29.95	1,500.00	29.95	500.00	(1,000.00)
6011302 · Per Diem & Travel	0.00	1,000.00	0.00	500.00	(500.00)
Total 6011300 · P&R Services	29.95	2,500.00	29.95	1,000.00	(1,500.00)
6011400 · P&R Capital Outlay					
6011402 · SCP Phase 2 (non-PARTF)	5,995.67	0.00	0.00	0.00	0.00
6011403 · Land Acq/Dev for Ball Fields	31,106.28	0.00	0.00	0.00	0.00
6011404 · Trail Development	0.00	250,000.00	0.00	250,000.00	0.00
6011411 · Grounds Equipment	0.00	8,000.00	5,000.00	5,500.00	(2,500.00)
6011412 · SAP Field House Repairs	0.00	50,000.00	15,756.58	0.00	(50,000.00)
6011413 · SAP Entrance Development	0.00	50,000.00	0.00	135,000.00	85,000.00
6011414 · SAP Grounds Improvement	0.00	0.00	4,023.30	112,500.00	112,500.00
Total 6011400 · P&R Capital Outlay	37,101.95	358,000.00	24,779.88	503,000.00	145,000.00
Total 6011000 · Parks & Rec Dept	182,277.47	561,450.00	156,476.02	684,050.00	122,600.00
6013000 · Historical Committee					
6013200 · Historical Comm Oper Exp					
6013201 · Communications	0.00	0.00	0.00	0.00	0.00
Total 6013200 · Historical Comm Oper Exp	0.00	0.00	0.00	0.00	0.00
6013300 · Historical Comm Services					
6013302 · Per Diem & Travel	0.00	100.00	0.00	200.00	100.00
6013303 · Town Hall Rotating Exhibits	0.00	400.00	0.00	500.00	100.00
6013304 · Special Events	374.33	825.00	135.56	250.00	(575.00)

	Actual FY2012-13	Budgeted FY2013-14	To Date 5/22/14 FY2013-14	Proposed FY2014-15	Proposed vs. Current
6013305 · Town History Project	0.00	0.00	0.00	1,200.00	1,200.00
6013306 · HD Property Markers	0.00	0.00	459.50	0.00	0.00
Total 6013300 · Historical Comm Services	374.33	1,325.00	595.06	2,150.00	825.00
6013400 · Hist Committee Capital Outlay					
6013404 · Historic District Pole Banners	0.00	5,000.00	3,742.00	0.00	(5,000.00)
Total 6013400 · Hist Comm Capital Outlay	0.00	5,000.00	3,742.00	0.00	(5,000.00)
Total 6013000 · Historical Committee	374.33	6,325.00	4,337.06	2,150.00	(4,175.00)
Total 6010000 · Community Resources	184,879.59	575,475.00	164,076.60	698,450.00	122,975.00

7010000 · COMMUNITY SERVICES

7011000 · Public Safety Committee					
7011200 · Public Safety Oper Exp					
7011201 · Community Project	1,800.00	1,800.00	0.00	1,800.00	0.00
Total 7011200 · Public Safety Oper Exp	1,800.00	1,800.00	0.00	1,800.00	0.00
7011300 · Public Safety Services					
7011301 · Training/Education	145.00	1,000.00	0.00	750.00	(250.00)
7011302 · Per Diem & Travel	0.00	50.00	0.00	250.00	200.00
7011303 · Animal Control/Shelter	25,817.00	26,000.00	18,537.75	26,500.00	500.00
7011305 · Fire Inspections	3,203.00	3,000.00	1,443.75	2,500.00	(500.00)
7011306 · Senior Program	11,441.00	12,500.00	5,333.00	12,000.00	(500.00)
7011307 · Municipal Equip & Generator	635.00	1,700.00	485.00	1,700.00	0.00
7011308 · Emerg Shelter/Preparedness	239.97	1,000.00	0.00	1,000.00	0.00
7011309 · Knox-Box Program	0.00	0.00	0.00	0.00	0.00
Total 7011300 · Public Safety Services	41,480.97	45,250.00	25,799.50	44,700.00	(550.00)
Total 7011000 · Public Safety Committee	43,280.97	47,050.00	25,799.50	46,500.00	(550.00)
7012000 · Founders' Day Committee					
7012300 · Founders' Day Services					
7012303 · Special Event Founders' Day	20,253.86	30,000.00	22,292.37	30,000.00	0.00
Total 7012300 · Founders' Day Services	20,253.86	30,000.00	22,292.37	30,000.00	0.00
Total 7012000 · Founders' Day Committee	20,253.86	30,000.00	22,292.37	30,000.00	0.00
7013000 · Trails & Open Space Committee					
7013300 · Trails & Open Space Services					
7013303 · Trails & Open Space Exp	0.00	2,000.00	0.00	1,000.00	(1,000.00)
Total 7013300 · Trails & Open Space Committee	0.00	2,000.00	0.00	1,000.00	(1,000.00)
Total 7013000 · Trails & Open Space Committee	0.00	2,000.00	0.00	1,000.00	(1,000.00)
Total 7010000 · Community Services	63,534.83	79,050.00	48,091.87	77,500.00	(1,550.00)

8010000 · COMMUNITY PLANNING

8011000 · Zoning Board					
8011100 · Zoning Board Personnel					
8011101 · Memberships & Dues	400.00	500.00	400.00	400.00	(100.00)
Total 8011100 · Zoning Board Personnel	400.00	500.00	400.00	400.00	(100.00)
8011300 · Zoning Board Services					
8011301 · Training/Education	0.00	1,000.00	39.60	750.00	(250.00)
8011302 · Per Diem & Travel	0.00	1,000.00	0.00	300.00	(700.00)
8011303 · Planning Library	0.00	200.00	34.00	150.00	(50.00)
8011304 · Planning Advisory Service	795.00	850.00	795.00	0.00	(850.00)
Total 8011300 · Zoning Board Services	795.00	3,050.00	868.60	1,200.00	(1,850.00)
Total 8011000 · Zoning Board	1,195.00	3,550.00	1,268.60	1,600.00	(1,950.00)
8012000 · Board of Adjustment					
8012300 · BOA Services					
8012301 · Training/Education	0.00	1,000.00	0.00	750.00	(250.00)
8012302 · Per Diem & Travel	0.00	1,000.00	0.00	300.00	(700.00)
Total 8012300 · BOA Services	0.00	2,000.00	0.00	1,050.00	(950.00)
Total 8012000 · Board of Adjustment	0.00	2,000.00	0.00	1,050.00	(950.00)
8013000 · Thoroughfare Committee					
8013300 · Thoroughfare Comm Services					

	Actual FY2012-13	Budgeted FY2013-14	To Date 5/22/14 FY2013-14	Proposed FY2014-15	Proposed vs. Current
8013303 · Kimley-Horn Contract	5,100.00	0.00	0.00	0.00	<i>0.00</i>
Total 8013300 · Thoroughfare Comm Services	5,100.00	0.00	0.00	0.00	<i>0.00</i>
Total 8013000 · Thoroughfare Committee	5,100.00	0.00	0.00	0.00	<i>0.00</i>
Total 8010000 · Community Planning	6,295.00	5,550.00	1,268.60	2,650.00	<i>(2,900.00)</i>
Total Expenditures	767,539.69	2,169,389.00	777,013.88	1,476,607.00	<i>(692,782.00)</i>

TOTAL BUDGET: \$1,476,607.00

fee schedule



FEE SCHEDULE



SCHEDULE NAME: **COMPREHENSIVE FEE SCHEDULE**

SCHEDULE #: SCH-2014-001

ORIGINAL ADOPTION DATE: 6-10-14

ORIGINAL EFFECTIVE DATE: 7-1-14

Summerfield fees span three main departmental categories: **administrative, planning, and parks and recreation**. This document consolidates all town fee schedules and rates as identified by the current budget ordinance and/or those that may otherwise be in practical use. It provides a singular fee source for easy reference by employees and the public.

ADMINISTRATION FEES

Copies or prints (black-and-white and color):

- ~ b/w letter (8.5"x11" or smaller) 10¢ per page
- ~ color letter (8.5"x11" or smaller) 25¢ per page
- ~ b/w legal (8.5"x14")..... 10¢ per page
- ~ color legal (8.5"x14")..... 25¢ per page
- ~ b/w tabloid (11"x17")..... 20¢ per page
- ~ color tabloid (11"x17")..... 50¢ per page
- ~ large-format (larger than 11"x17" and regardless of b/w or color) \$4.00 per 42"x42" square

Current plotter uses 42" roll paper; price is per 42"x42" square output required to process job (not trim size). Example: a 36"x60" finished document would require two squares of paper coverage and would cost \$8, while a 24"x18" output would cost \$4.

CD (compact disk) recordings \$2 per CD



PLANNING FEES

Planning and Zoning Board Application Fees

~ rezoning residential (single lot).....	\$500
~ rezoning residential (subdivision)	\$850 + \$10 per acre
~ rezoning non-residential	\$850 + \$20 per acre
~ conditional use district (in addition to rezoning fee).....	\$150
~ Development Ordinance amendment.....	\$1250
~ Comprehensive Plan amendment.....	\$1500
~ request for closing street or extinguishing easement.....	\$250
~ voluntary annexation.....	\$250 per parcel

Board of Adjustment Application Fees

~ variance.....	\$250
~ special use permit.....	\$850 + \$20 per acre
~ appeal of Zoning Administrator decision	\$250

Site Plan Review Fees

~ single family detached.....	(see development permit)
~ multi-family residential.....	\$250 + \$40 per dwelling unit
~ non-residential.....	\$500 + \$40 per building
~ planned area development	\$1250 + \$50 per acre

Development Permit Fees

~ new single family home	\$50
~ addition or alteration to existing single family.....	\$25
~ multi-family/non-residential	\$50 per building
~ change in use.....	\$50 per lot



FEE SCHEDULE



Subdivision Fees

- ~ certificate of exemption (no fee)
- ~ minor subdivision plan review (1-3 lots, including new residual parent lot) \$200
- ~ major subdivision/single family residential plan review:
 - preliminary subdivision plat review base fee (base fee includes up to 3 lots, including new residual parent lot) \$750
 - ~ additional lots (beyond 3 within the base fee)..... \$75 per lot
 - final subdivision plat review fee (base fee includes up to 3 lots, including new residual parent lot) \$500
 - ~ additional lots (beyond 3 within the base fee)..... \$25 per lot
- ~ major subdivision/multi-family and non-residential plan review:
 - preliminary subdivision plat review base fee..... \$750
 - ~ additional fee for each lot, including new residual parent lot \$75 per lot
 - final subdivision plat review fee (base fee includes up to 3 lots, including new residual parent lot) \$500
 - ~ additional fee for each lot, including new residual parent lot \$25 per lot

Sign Fees

- ~ review of master sign plan.....\$250
- ~ individual sign permit.....\$75
- ~ street naming sign fee (collected at preliminary plat)\$146 per sign

Other Fees and Services

- ~ custom mapping (on limited basis, half hour minimum)\$50 per hour
 - ~ storm water review consultant services (not required for single lot homes) \$750
- Areas of review (for compliance) may include subdivisions, planned area developments, or site plan.*

Building Permits, Septic, and Wells

While the Town of Summerfield provides its own planning and zoning services, building permits for new residential and commercial construction are processed, permitted, and inspected by the Guilford County Planning and Development Department. Likewise, septic systems and wells are processed by the Guilford County Health Department.



PARKS & RECREATION FEES

Summerfield Community Park (SCP)

SCP has two areas available for rental during park hours: an open-sided picnic shelter and an amphitheater area. Rental rates for both facilities are based on the applicant’s town resident status and each requires a rental agreement. Resident status determination is based on the applicant. The picnic shelter requires a minimum two-hour rental and the amphitheater requires a minimum three-hour rental. Both require a cleaning deposit due with a rental agreement, but these are refundable if facilities are cleaned to the town’s satisfaction as determined by the Parks and Recreation Manager.

SCP picnic shelter (30’x60’):

- ~ cleaning deposit (refundable dependent upon left condition)..... \$25
- ~ resident rate for 2-hour block \$25
 - and each additional hour \$10
- ~ non-resident rate for 2-hour block \$40
 - and each additional hour \$15

SCP amphitheater, restrooms, and adjacent playground:

- ~ cleaning deposit (refundable dependent upon left condition)..... \$75
- ~ resident rate for 3-hour block \$150
 - and each additional hour \$50
- ~ non-resident rate for 3-hour block \$225
 - and each additional hour \$75

Summerfield Athletic Park (SAP)

SAP has two areas available for rental during park hours: four athletic fields (one multi-purpose field and three baseball/softball fields) during spring and fall playing seasons and an indoor Field House room for small-capacity needs. Both rental situations require rental agreements and athletic field rentals also require detailed applications and approvals.

Athletic field rentals are in high demand by leagues and organizations and rates are based on a group’s resident/non-resident composition. At least 60% of the organization’s participants must be



FEE SCHEDULE



Summerfield residents in order to qualify for the resident rate, and rosters could be required in order to make a determination. Commercial lighting is available on all fields for an hourly fee and field lining and preparation are available for the baseball/softball fields, but not the multi-purpose field. Lighting and lining and preparation are charged uniformly, regardless of resident status or rental situation. Athletic tournaments on the three baseball/softball fields are also an option as schedules allow.

The Field House room can be rented at the discretion of the Parks and Recreation Manager based on availability and intended use, but the maximum room occupancy is 25. Room rental rates are based on the applicant's town resident status (determination is based on the applicant) and a minimum two-hour rental is required).

SAP athletic fields:

Field #1 (multi-purpose, 360'x240'):

- ~ resident rate.....\$15 per hour
- ~ non-resident rate\$25 per hour

Field #2 (baseball/softball, 225' fence, bases at 50', 55', 60') or

Field #3 (baseball/softball, 310' fence, bases at 50', 55', 60', 70', 80, 90') or

Field #4 (baseball/softball, 275' fence, bases at 60', 65', 70'):

- ~ resident rate.....\$15 per hour
- ~ non-resident rate\$25 per hour

Baseball/softball tournaments:

Field #2, Field #3, or Field #4:

- ~ resident rate..... \$150 per field per day
- ~ non-resident rate\$175 per field per day hour

Field lighting\$10 per hour per field

Field lining and prep (baseball/softball fields only) \$25 per occurrence/field

SAP Field House room:

- ~ cleaning deposit (refundable dependent upon left condition) \$25
- ~ resident rate for 2-hour block \$50
 - and each additional hour \$20
- ~ non-resident rate for 2-hour block \$75
 - and each additional hour \$30

ordinance

TOWN OF SUMMERFIELD Fiscal Year 2014–2015 Budget Ordinance

BE IT ORDAINED, by the Town Council for the Town of Summerfield, North Carolina:

The following anticipated fund revenues, departmental expenditures and capital reserve are hereby approved and appropriated for the operation of the Town of Summerfield and its activities for the fiscal year beginning July 1, 2014, and ending June 30, 2015.

SECTION 1—General Fund

General Fund Revenues:

<u>Revenue Type</u>	<u>Amount</u>
Property Taxes-2014	361,000.00
Sales Tax	94,000.00
ABC Distribution	72,000.00
Beer and Wine Tax	46,500.00
Cable Franchise	92,000.00
Excise Tax on Piped Natural Gas	8,000.00
Franchise Tax on Electric Power	272,000.00
Sales Tax on Telecommunication	22,500.00
Solid Waste Disposal Tax	6,500.00
Investment Earnings	25,000.00
Miscellaneous Revenue	300.00
Planning Fees	19,000.00
Program Revenues-Parks & Rec	30,550.00
Program Revenues-Founders' Day	3,900.00
Fund Balance Appropriation	423,357.00
	<u>\$1,476,607</u>

General Fund Expenditures:

Governing Body

Governing Body Personnel	38,018.00
Governing Body Oper. Expenses	1,200.00
Governing Body Services	3,800.00
<i>Governing Body Total</i>	<u>43,018.00</u>

Administration

Administration Personnel	225,400.00
Administration Oper. Expenses	39,450.00
Administration Services	20,800.00
Administration Capital Outlay	5,700.00
<i>Administration Total</i>	<u>291,350.00</u>

Finance

Finance-Personnel	63,900.00
<i>Finance Personnel Total</i>	<u>63,900.00</u>

Professional Services

Finance-Services	16,839.00
Legal-Services	60,000.00
Election Services	-
<i>Professional Services Total</i>	<u>76,839.00</u>

Planning Services	Planning Services-Personnel	101,600.00
	Planning Services-Operating Exp	2,100.00
	Planning Services-Services	39,200.00
	Planning Services-Cap. Outlay	2,000.00
	<i>Planning Services Total</i>	<u>144,900.00</u>
Public Property/Buildings	Public Prop/Build-Oper. Expense	28,000.00
	Public Prop/Build-Cap Outlay	50,000.00
	<i>Public Property/Buildings Total</i>	<u>78,000.00</u>
Community Resources	Parks and Rec Programs	12,250.00
	<i>Parks and Rec Programs Total</i>	<u>12,250.00</u>
	Parks and Rec Department-Personnel	73,100.00
	Parks and Rec Department-Operating	106,950.00
	Parks and Rec Department-Services	1,000.00
	Parks and Rec Department-Capital Outlay	503,000.00
	<i>Parks and Rec Department Total</i>	<u>684,050.00</u>
	Historical Committee-Services	2,150.00
	Historical Committee-Capital Outlay	-
	<i>Historical Committee Total</i>	<u>2,150.00</u>
	<i>Community Resources Total</i>	698,450.00
Community Services	Public Safety Committee-Operating Exp	1,800.00
	Public Safety Committee-Services	44,700.00
	Public Safety Committee-Capital Outlay	-
	<i>Public Safety Committee Total</i>	<u>46,500.00</u>
	Founders' Day Committee-Services	30,000.00
	<i>Founders' Day Committee Total</i>	<u>30,000.00</u>
	Trails & Open Space Committee-Services	1,000
	<i>Trails & Open Space Committee Total</i>	<u>1,000.00</u>
	<i>Community Services Total</i>	77,500.00
Community Planning	Zoning Board-Personnel	400.00
	Zoning Board-Services	1,200.00
	<i>Zoning Board Total</i>	<u>1,600.00</u>
	Board of Adjustment-Services	1,050.00
	<i>Board of Adjustment Total</i>	<u>1,050.00</u>
	<i>Community Planning Total</i>	<u>2,650.00</u>
	Grand Total	\$1,476,607.00

SECTION 2 – Taxes

An Ad Valorem tax rate of \$0.0275 per hundred (\$100) valuation of taxable property, as listed for taxes as of January 2014, is hereby levied and established as the official tax rate for the Town of Summerfield for Fiscal Year 2014–2015. The rate is based upon a total projected valuation of \$1,339,375,000. The purpose of the ad valorem tax levy is to raise sufficient revenue to assist in financing necessary municipal government operations in Summerfield.

SECTION 3 – Special Authorizations and Restrictions

- A. The Finance Officer may not transfer any amounts between line items above, except as approved by the Town Council in the Budget Ordinance as amended.
- B. The Finance Officer may transfer amounts within line items above to meet the operational needs of the Town. Finance Officer transfers must be reported at the next Town Council meeting.
- C. The Finance Officer may not make any change to salaries without approval by the Town Manager.

SECTION 4 – Adoption of Fee Schedules

Summerfield fees span three main departmental categories: administrative, planning, and parks and recreation. The “Comprehensive Fee Schedule” (SCH-2014-001) marked to go into effect July 1, 2014, consolidates and replaces all town fee schedules and rates as identified within the Fiscal Year 2013–2014 budget ordinance. The new SCH-2014-001 fee schedule provides a singular fee source for easy reference by employees and the public.

SECTION 5 – Budget Amendments

The North Carolina Local Government Budget and Fiscal Control Act allows the Town Council to amend the Budget Ordinance at any time during the fiscal year, so long as it complies with the North Carolina General Statutes (159.8 and 159.13). The Town Council must approve all budget amendments.

SECTION 6 – Utilization of Budget and Budget Ordinance

This ordinance and the budget documents shall be the basis for the financial plan of the Town of Summerfield during Fiscal Year 2014–2015. The Budget Officer shall administer the budget. The accounting system shall establish records that are in consonance with this budget and this ordinance and the appropriate statutes of the State of North Carolina (GS 159.26).

SECTION 7 – Documentation

Copies of this ordinance shall be kept on file at Summerfield Town Hall and shall be furnished to the Town staff and the Town Council to provide direction in the collection of revenues and disbursement of funds for the Town of Summerfield.

Adopted this _____ day of _____, 2014

Tim Sessoms, Mayor

Attest:

Valarie Halvorsen, Town Clerk



Summerfield Town Hall:

mail: POB 970

street: 4117 Oak Ridge Road
Summerfield, NC 27358

phone: 336-643-8655

fax: 336-643-8654

email: clerk@summerfieldgov.com

web: www.summerfieldgov.com