



# Town of Summerfield

## Fiscal Year 2012 Operating Budget & Budget Ordinance



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## TOWN OF SUMMERFIELD

### VISION...

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.

Adopted May 2008

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# TABLE OF CONTENTS

<b>Budget Message</b>	.....	<a href="#"><u>7</u></a>
<b>Organizational Chart</b>	.....	<a href="#"><u>11</u></a>
<b>Comprehensive Plan Implementation</b>	.....	<a href="#"><u>13</u></a>
<b>Strategic Priorities</b>	.....	<a href="#"><u>14</u></a>
<b>Action Item Implementation</b>	.....	<a href="#"><u>15</u></a>
<b>FY 2012 Capital Projects</b>	.....	<a href="#"><u>20</u></a>
<b>Revenue Projections</b>	.....	<a href="#"><u>21</u></a>
<b>Expenditures</b>	.....	<a href="#"><u>24</u></a>
<b>Introduction</b>	.....	<a href="#"><u>24</u></a>
<b>Governing Body</b>	.....	<a href="#"><u>25</u></a>
<b>Administration</b>	.....	<a href="#"><u>26</u></a>
<b>Professional Services</b>	.....	<a href="#"><u>28</u></a>
<b>Planning Services</b>	.....	<a href="#"><u>29</u></a>
<b>Public Property/Buildings</b>	.....	<a href="#"><u>30</u></a>
<b>Committees Introduction</b>	.....	<a href="#"><u>31</u></a>
<b>Summerfield Parks &amp; Recreation</b>	.....	<a href="#"><u>32</u></a>
<b>Historical</b>	.....	<a href="#"><u>34</u></a>
<b>Public Safety</b>	.....	<a href="#"><u>35</u></a>
<b>Founders' Day</b>	.....	<a href="#"><u>36</u></a>
<b>Zoning Board</b>	.....	<a href="#"><u>37</u></a>
<b>Board of Adjustment</b>	.....	<a href="#"><u>38</u></a>
<b>Thoroughfare</b>	.....	<a href="#"><u>39</u></a>
<b>Budget Ordinance</b>	.....	<a href="#"><u>41</u></a>
<b>Appendix</b>		
<b>Budget Development Memo to Committees</b>	.....	<a href="#"><u>47</u></a>
<b>Changes in Committee Budget Requests</b>	.....	<a href="#"><u>49</u></a>
<b>Attachments</b>		
<b>Detailed Budget</b>		
<b>FY 2012 Capital Improvement Plan</b>		

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# Budget Message

May 24, 2011

Honorable Mayor Mark E. Brown &  
Summerfield Town Council:

It is my pleasure to formally present to you the Town of Summerfield's proposed operating budget for fiscal year 2012. The document serves as a resource allocation plan that meets the requirements of the General Statutes of North Carolina by being balanced and prepared under the principles and rules of the Local Government Budget & Fiscal Control Act.

The fiscal plan presented is a continuation of previous years' efforts to bring quality services to the citizens of Summerfield while maintaining a strong fiscal position for the future. The operating budget is presented as balanced in the amount of \$1,486,367. The recommended property tax rate is \$0.035 per \$100 of assessed valuation.

The proposed budget has been filed with the Town Clerk for public inspection. In addition, an electronic version is posted on the Town website at [www.summerfieldgov.com](http://www.summerfieldgov.com).

## Summerfield

The Town of Summerfield incorporated in 1996 and celebrated its 15<sup>th</sup> anniversary in May 2011. The Town is located in northwest Guilford County, adjacent to the City of Greensboro to the south, Oak Ridge to the west, and Stokesdale to the north. The 2010 US Census lists the population as 10,252 residents. This figure is 3,200 more residents than the 2000 US Census (45% increase).

## Budget Process

Planning for the fiscal operating budget began in February with a series of meetings between Town Council, staff, and committees. Included in these meetings were discussions regarding fiscal impacts of the economy and actions by the State and County governments. Committees made presentations outlining their

accomplishments over the past year and discussed future plans with Council and staff.

## Strategic Priorities

Town Council discussed the Strategic Priorities that were established in the current year budget and concurred that they would not change in the coming year. Therefore, the Strategic Priorities remain *Recreation, Parks, & Open Space; Commercial Development & Community Character; Water & Sewer Options; Transportation Improvements; and Limited Services Local Government*.

These Strategic Priorities are infused throughout the budget, providing guidance on what programs or activities to fund and which policies and action items of the Comprehensive Plan to implement in the coming fiscal year. In addition, the Plan encourages the appropriate usage of resources (i.e. money, staff, and time) to accomplish the Strategic Priorities over the next five to ten years.

## Capital Improvement Plan

The Capital Improvement Plan (CIP) is a five year plan identifying the Town's capital outlay and improvement needs. As a long range plan, the CIP reflects the Town's policy regarding long range physical development of community infrastructure. By providing a planned schedule of public improvements, the CIP indicates present and future public needs and priorities. A capital improvement is defined as any expenditure for equipment, buildings, infrastructure, or land acquisition in which the cost exceeds \$1,000 and the estimated useful life is greater than 1 year. Included in the CIP are large non-capital projects such as the Parks and Recreation Master Plan because they either lead to a capital project or are significant expenditures to the Town.

The CIP achieves the following objectives as a component of the Town's budget and financial planning process:

- Reduces the need for “crash programs” to finance the construction of Town facilities.
- Focuses attention on community goals, needs and capabilities.
- Achieves optimum use of taxpayer dollars.
- Guides future community growth and development.
- Ensures that projects are well thought out in advance of construction.
- Provides for the orderly replacement of capital assets.
- Encourages a more efficient governmental administration as well as maintains a sound and stable financial program.
- Provides information to the citizens regarding planned improvements to public facilities including both the costs and timeframe for their development.

The Capital Improvement Plan proposes \$435,000 worth of expenditures for major infrastructure and planning in addition to smaller capital purchases totaling \$37,000. Included in the CIP are the following major projects (budget allocation in parentheses):

- Summerfield Community Park Dam Repair (\$90,000)
- Summerfield Athletic Park Phase 2 (\$163,000)
- Summerfield Community Park Loop Trail (\$30,000)
- A & Y Greenway Phase 1 Paving (\$15,000)
- A & Y Greenway Phase 2 (\$75,000)
- Parks and Recreation Master Plan development (\$20,000)
- Armfield Park Engineering (\$20,000)
- Town Hall Sign (\$22,000)

For complete details on these projects, please refer to the CIP section of the budget.

### **Economic Outlook**

The local economy has shown signs of recovery in some areas; however, with the closing of high-profile employment centers (e.g. American Express and Dell Computers), the local economy has not recovered from the

“Great Recession”. The unemployment rate has fallen somewhat over the past year but is still considered historically high for the region. Consumer spending has increased somewhat but has not returned to the levels seen in the early 2000s. Therefore, the revenue expectations related to consumer spending are not expected to increase significantly. With the reinstatement of a property tax in the current year, the Town will receive increased sales tax revenues in the coming fiscal year.

The Federal Reserve policy of setting interest rates low to prevent inflation and to encourage borrowing continues to hamper opportunities to invest funds at reasonable rates of return. This policy is mitigated by the Town’s long term Certificates of Deposit (CDs) that are paying 4.64-5.2% interest. The first of four CDs will mature in May 2012 with the remaining maturing in FY13. Current rates for short-term CDs are averaging less than 1% with long term rates not much higher.

The economic downturn has provided some benefit in the pricing of services and repair work for Town properties. Bids for landscaping and lawn care maintenance have been received that are significantly lower than previously budgeted.

There were signs of economic recovery in the number of commercial rezoning applications filed over the past year, but very few of the rezonings have led to new commercial development. In addition, the number of permits for new homes has continued to show no sign of recovery, with less than 25 new homes permitted in the current year.

### **Revenue Projections**

As is our practice when developing revenue projections, staff uses a variety of sources to determine revenue. The North Carolina League of Municipalities provides detailed analyses of revenues received through property tax, sales tax, and intergovernmental transfers. It is expected that most revenue sources will be flat, with little to no growth, and a few areas will have negative growth.

With the reinstatement of a property tax in the current year, the Town will increase its sales

tax revenue sharing. This increased revenue amounts to just over 2/3s of a cent in property tax.

### **Future Budget Outlook**

The economic recovery continues to be slow, and it is unclear what will be the new "normal". Home prices have fallen steadily the last three years with many foreclosures and "short-sales" working their way through the system.

There are three major issues that will affect Summerfield's revenues in the future - property value declines, maturation of long-term Certificates of Deposit, and County and State budget shortfalls. The total effect of the decline in property values will become clear when Guilford County performs its county-wide real estate property revaluation in 2012. It appears that the revaluation will capture the gains in value between 2004 and 2008, but it will also take into account the flat or negative change in value over the past three years. In the last revaluation, average property values increased approximately 30%. Next year, the revaluation will most likely show little change in the value of most real properties.

Of great concern is the pending maturation of CDs in the next two fiscal years. These CDs currently pay between 4.64-5.2% interest. As predicted last year, CD rates have not changed significantly; therefore, re-investment of idle fund balance will be at much lower rates than the current CDs. In addition, the Town will most likely have to partially withdraw funds from a CD to provide cash for current operating expenditures. These factors will have a significant effect on future year investment income.

The third issue facing Summerfield's long-term revenues involves the fundamental fiscal policy decisions and revenue realities at the Federal, State, and County levels that need to be addressed to ensure that local shared revenues continue to be available to fund the government activities of Summerfield. Continued erosion of State revenues as well as increased expenses will make it tempting for the State to tap revenues currently protected (e.g. franchise fees and ABC revenues). There were efforts at the State level to transfer

roads to local municipalities and to merge local ABC systems into a State system. As the County continues to absorb the costs of borrowing for the school and jail bonds, services will be under scrutiny to be cut, reduced, or subsidized.

### **Conclusion**

The proposed budget, if fully implemented, provides funding for the continued provision of services most wanted and supported by the public, as evidenced by feedback received on the Comprehensive Plan. Implementation of the Comprehensive Plan continues to be one of the key elements of the budget and will be part of future budgets and work plans for many years to come.

As always, I would like to take this opportunity to thank the volunteers on all of the committees for their continued hard work and dedication to the Town and fellow citizens. I would like to especially thank the dedicated employees of the Town who ensure that the services provided are professional and customer oriented. I would also like to thank Dana Luther for continuing to provide sound fiscal advice and professional and technical support.

I stand ready to address any and all items of this budget.

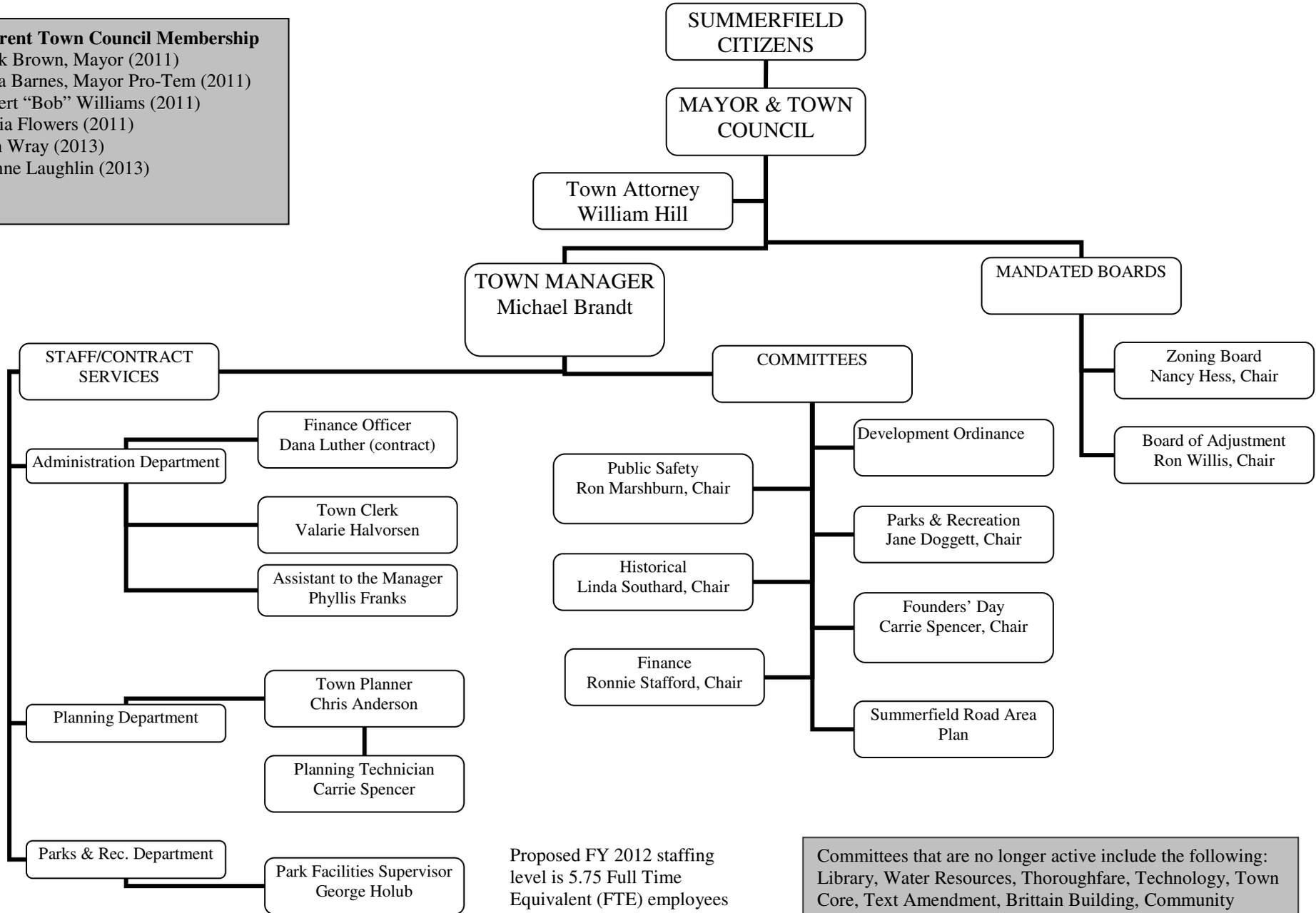
Respectfully Submitted,

Michael M. Brandt, AICP  
Town Manager

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**Current Town Council Membership**

Mark Brown, Mayor (2011)  
 Dena Barnes, Mayor Pro-Tem (2011)  
 Robert "Bob" Williams (2011)  
 Alicia Flowers (2011)  
 John Wray (2013)  
 Dianne Laughlin (2013)



Proposed FY 2012 staffing level is 5.75 Full Time Equivalent (FTE) employees

Committees that are no longer active include the following: Library, Water Resources, Thoroughfare, Technology, Town Core, Text Amendment, Brittain Building, Community Relations, Comprehensive Plan, and Athletic Advisory.

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## **Comprehensive Plan Implementation**

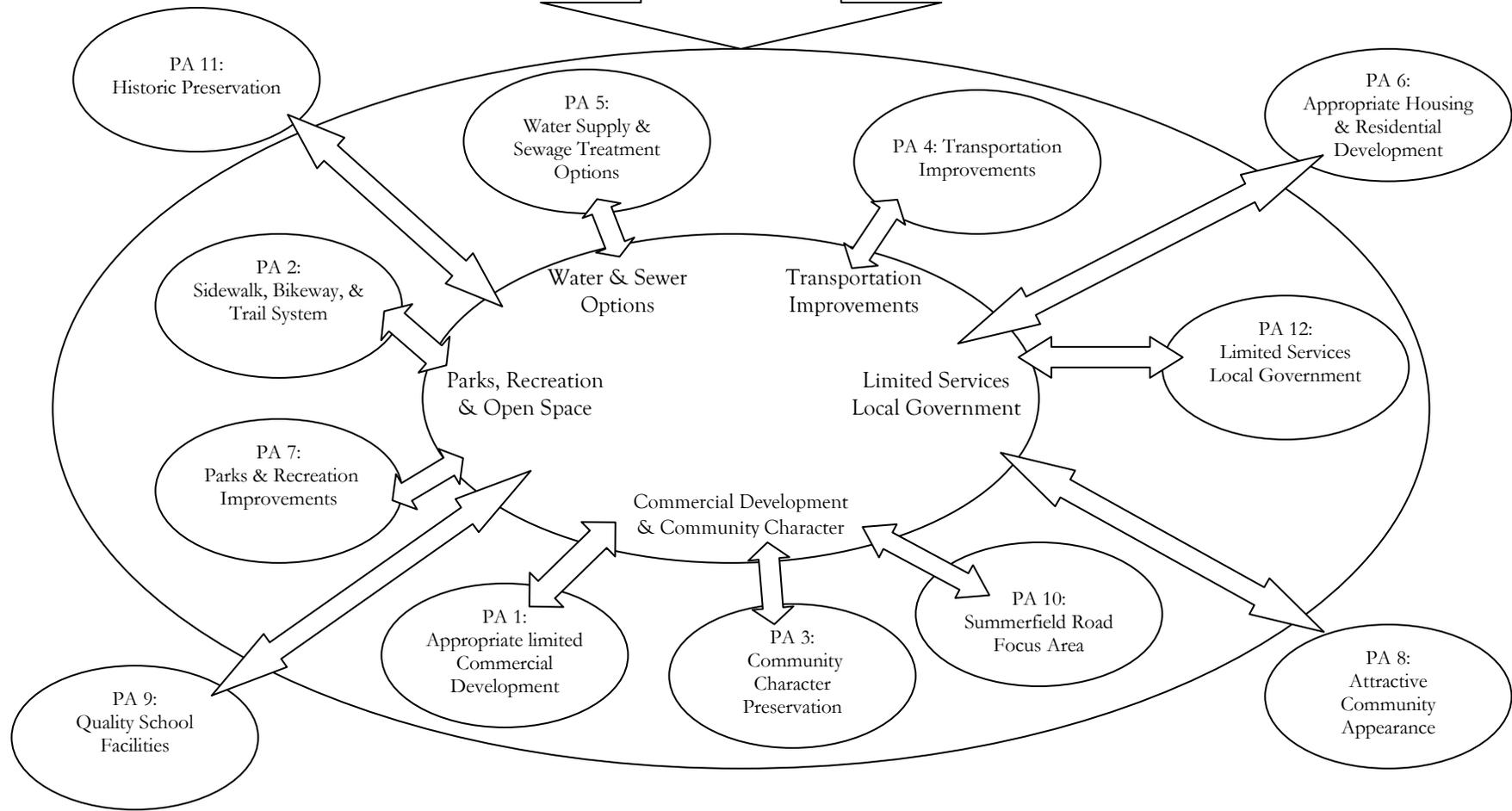
Summerfield is beginning its second year of implementation for the Comprehensive Plan. In the current year, the staff and committees began work implementing the Plan, completing 11 of 58 Action Items. In the coming year, the Town will complete at least 35 additional Actions with the completion of the Development Ordinance re-write and Summerfield Road Special Area Plan.

Town staff has identified 12 new Action Items that will be undertaken in the coming fiscal year.

In order to track the implementation of the Plan, staff will publish an update to the Comprehensive Plan every six months. The first update was in January 2011, and the second update will be completed in July 2011. Updates are published to the website under the Planning Department page.

### VISION...

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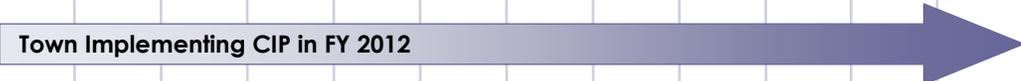
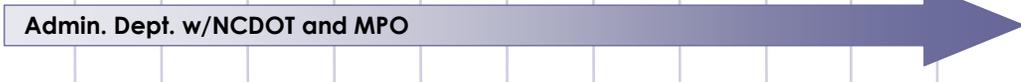
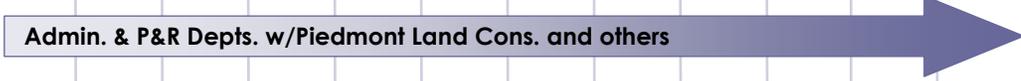


NOTE: PA # is reference to Policy Area number of the Summerfield Comprehensive Plan

## TOWN OF SUMMERFIELD STRATEGIC PRIORITIES

# Action Item Implementation for Fiscal Year 2012

Note: Action Items in italics are new. Many Action Items are multiple-year or ongoing projects

Action Item	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<p><i>Action 2.1: Prepare a detailed bicycle/ pedestrian/horseback riding plan for the Town in cooperation with residents and property owners. Apply for State or Federal funding that may be available to develop such a plan. Consider acquiring public access rights to critical links occupied by private trails or other properties.</i></p>	 <b>SPARC and P&amp;R Dept.</b>											
<p><i>Action 2.2 After completing the above-referenced bicycle/pedestrian/horseback riding plan, prepare a five year capital improvement plan to fund and construct the plan's highest priority recommendations. Update the CIP annually.</i></p>	 <b>Town Implementing CIP in FY 2012</b>											
<p>Action 2.4: Continue to press for necessary pedestrian/bicycle underpasses in Summerfield, such as under U.S. 220 (upon its widening) and the new I-73 Connector (upon its construction).</p>	 <b>Admin. Dept. w/NCDOT and MPO</b>											
<p>Action 2.5: Step up efforts to secure the use of the abandoned railroad bed for an off-road trail.</p>	 <b>Parks and Rec. Dept. and Planning Dept.</b>											
<p>Action 2.7: Actively participate in plans to implement the Piedmont Regional Greenway (i.e. the section from Summerfield to Winston-Salem).</p>	 <b>Admin. &amp; P&amp;R Depts. w/Piedmont Land Cons. and others</b>											
<p>Action 2.8: Prepare a long term management plan for Town-owned sidewalk, bikeway and trail system facilities. Include maintenance requirements and future facility enhancements. (Not completed in FY 11)</p>	 <b>SPARC and P&amp;R Dept.</b>											

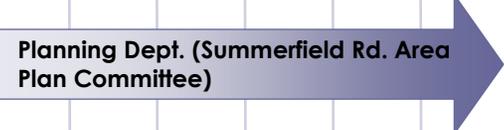
# Action Item Implementation for Fiscal Year 2012

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Action Item	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<p>Action 4.1: Work closely with State and Federal transportation officials on the planning and design for the new section of Interstate 73 and improvements to Route 220 through Summerfield. Maintain State and Town commitment to pedestrian crossovers and underpasses, including but not limited to (1) I-73 at Armfield stream, at Deboe Road, and at the abandoned rail line and (2) US 220, also where the rail line passes under the road.</p>	 <p><b>Admin. &amp; Planning Dept. w/NCDOT and MPO</b></p>											
<p><i>Action 4.7: As demand may warrant, identify and facilitate the provision of one or more locations for a park and ride lot for public transit services between Summerfield and Greensboro.</i></p>	 <p><b>Admin. &amp; Planning Dept. w/Piedmont Auth. Regional Trans.</b></p>											
<p><i>Action 4.8: Begin contingency planning now for the possible transfer of road maintenance responsibilities from NCDOT to Town government for local roads.</i></p>	 <p><b>Admin. Dept. w/NCDOT</b></p>											
<p>Action 5.1: Re-initiate discussions with water suppliers and other utility providers who may have an interest in supplying water to the Town of Summerfield. Stay abreast of regional water supply issues and maintain contacts in the region. (No activity in FY 11)</p>	 <p><b>Admin. Dept. w/Guilford County, others</b></p>											
<p>Action 5.5: Prepare or obtain a brochure or booklet illustrating steps that homeowner's can take to conserve water inside and outside the home (water conservation devices inside the home and water capture and landscaping techniques outside the home). Increase awareness that groundwater is a limited resource and water use by one ultimately affects long term water availability for all. (Not completed in FY 11)</p>	 <p><b>Planning Dept.</b></p>											
<p>Action 5.10: Offer to co-host a hazardous substance drop off and disposal day in Summerfield, in cooperation with Guilford County. (Not completed in FY 11, not budgeted in FY 12)</p>												

# Action Item Implementation for Fiscal Year 2012

Note: Action Items in italics are new. Many Action Items are multiple-year or ongoing projects

Action Item	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<p><i>Action 7.1: Prepare a long term management plan for each town park and recreation facility that includes maintenance requirements, future facility and landscape enhancement, and potential community events and activities available at each park.</i></p>												
<p><i>Action 7.3: Prepare a Long Range master Parks and Recreation Plan to include a section on an acquisition program for additional park land and future needs.</i></p>												
<p>Action 8.8: Organize a community wide "white and brown goods disposal day" where the Town's contracted waste management company would receive these items (i.e. major kitchen appliances, old couches, carpets, etc.) at a central location. Call for volunteers to help those who do not have an appropriate vehicle to move the material.</p>												
<p>9.1: As part of the Town's routine budget process, annually appropriate funding for the construction and maintenance of pedestrian and bicycle facilities within walking distance of schools, where appropriate (e.g. Summerfield Elementary).</p>												
<p>Action 9.5: Explore the creation of a shared use agreement between the Guilford County School Board (for Summerfield area schools) and the Town for use of land and facilities on adjoining properties. (e.g. Community Park, trails, and school facilities). (Not completed in FY 11)</p>												
<p><i>Action 10.3: As part of the Special Area Plan, work with study area residents and business owners to develop performance standards for the area to be included in the Town's Development Ordinance.</i></p>												

# Action Item Implementation for Fiscal Year 2012

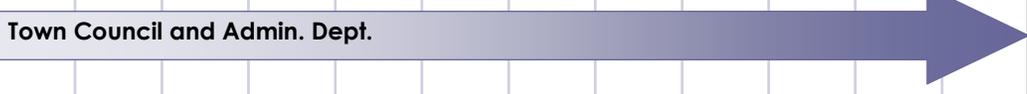
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## Action Item

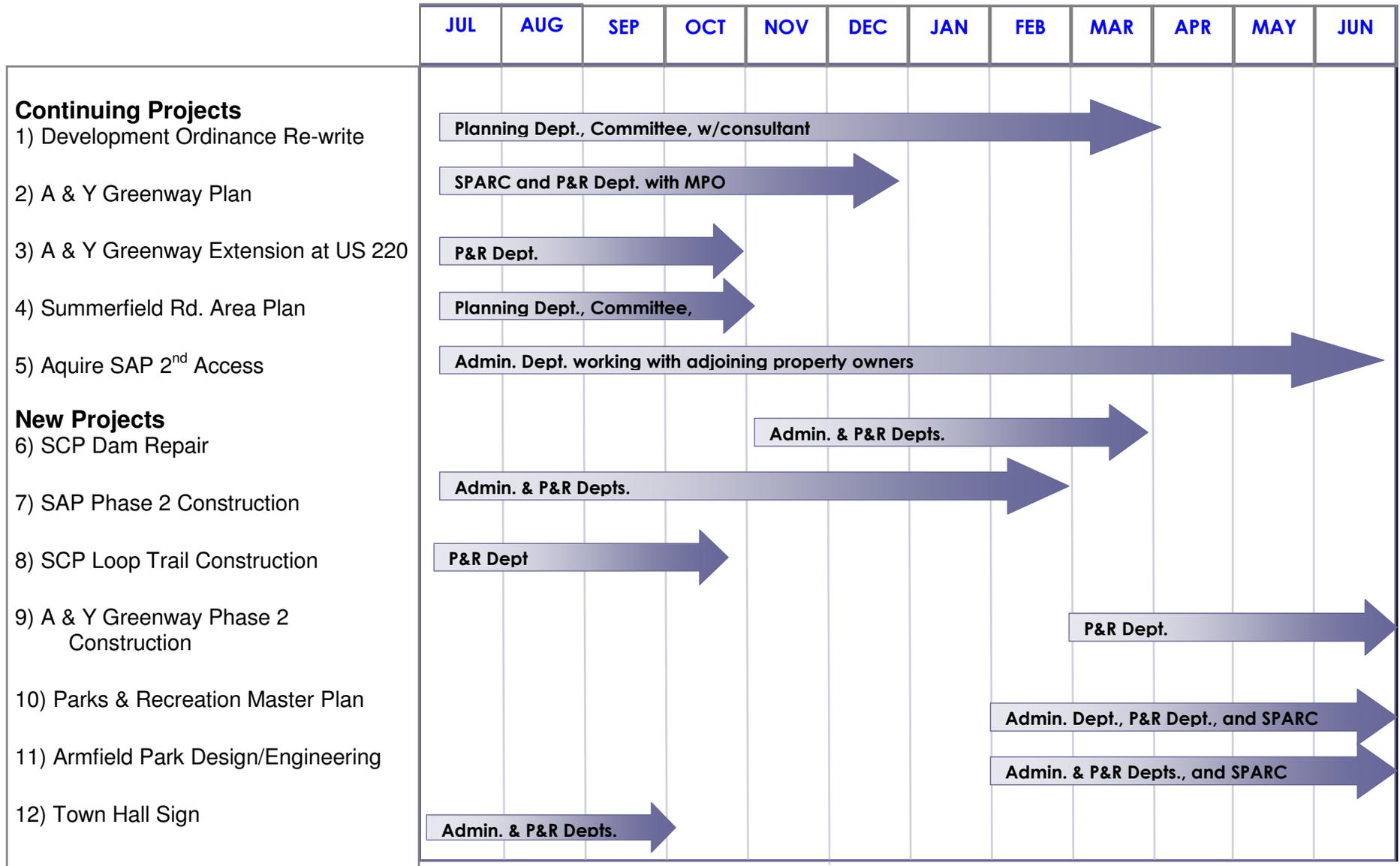
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<i>Action 10.4</i> Involve the community in identifying the highest priority locations in the Town for pedestrian, bikeway, and trail improvements, with the idea of eventually tying the town-wide system together in the Summerfield Road Focus Area. Appropriate money for such improvements in accordance with the priorities identified.	Summerfield Rd. Area Plan Committee and SPARC											
Action 11.1: Continue to support the work of the Town Council appointed Historical Committee as it seeks to (1) identify, locate list and record historical structures in Summerfield, (2) promote the restoration and preservation of historical structures, and (3) document, display and educate the community as to the history of Summerfield through the collection, display and dissemination of artifacts, photos and other documentation.	Town Council and Staff											
Action 11.2: Working closely with area property owners, seek to identify and describe those major architectural and site development features that are common to the buildings and properties located in the Town's National Register Historic District.	Planning (Summerfield. Rd. Area Plan Committee)											
<i>Action 11.3:</i> Using the information compiled under Action 11.2, create a neighborhood conservation district for the Town's National Register Historic District to acknowledge and reinforce those major features that property owners would like to see preserved in the neighborhood. The outcome should be in the form of clear and objective performance standards rather than design features subject to interpretation and board review.	Planning (Summerfield Rd. Area Plan and Development Ord. Re-write Committees)											
Action 12.2: Periodically evaluate the advantages and disadvantages of employing contracted services for various municipal service functions.	Administrative Dept.											

# Action Item Implementation for Fiscal Year 2012

Note: Action Items in italics are new. Many Action Items are multiple-year or ongoing projects

Action Item	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<p><i>Action 12.3: Stay abreast of discussions and proposals at the County and State level concerning the proposed transfer of street maintenance responsibilities from the State to local governments, including Summerfield. Prepare for the administrative and financial impacts.</i></p>												
<p><i>Action 12.4: Stay abreast of discussions and proposals at the County and State level with potential to increase administrative responsibilities (e.g. monitoring new mandates for watershed rules) to evaluate the impacts on the staff and budget.</i></p>												
<p><i>Action 12.5: Stay abreast of changing State requirements (e.g. accounting procedures, watershed standards, funding for transportation improvements, etc.) due to population changes, especially as a result of the 2010 Census.</i></p>												
<p>Action 12.6: Continue to improve the use of a periodic newsletter, town meetings, and website feedback to keep citizens engaged and to stay abreast of citizen priorities. Consider "branding" campaign that will establish a clear focus toward community pride and an enhanced quality of life.</p>												
<p>The following Action Items are being reviewed as part of the Development Ordinance Re-write: 1.1; 1.4; 2.3; 3.1; 3.3; 3.4; 3.6; 3.7; 3.8; 3.10; 4.2; 4.3; 4.4; 4.5; 4.6; 4.10; 5.3; 5.4; 5.7; 5.11; 6.1; 6.2; 6.3; 6.4; 6.5; 6.7; 6.8; 7.4; 7.6; 8.3; 8.4; 8.6; 8.7; 8.9; and 8.10.</p>												

# Fiscal Year 2012 Capital Projects



# Fiscal Year 2012 Revenue Projections

Revenue to operate the Town is generated through taxes, intergovernmental transfers, fees, interest income, grants, and fund balance allocations. Revenue forecasts are always subject to factors beyond the control of the Town of Summerfield. For this reason, it is incumbent upon the budget officer to be conservative in making revenue estimations.

## Property Tax:

Revenue from the property tax is one of the few sources of revenue completely controlled by the Town. Only the Town Council has the authority to establish a property tax rate, and no other governmental unit may appropriate the funds for their own use.

Due to the continued poor economy, the number of new homes and businesses has declined steadily over the past three years. While the total value of all property in Summerfield continued to increase through 2008 and 2009, the rate of increase declined in 2010 and is

expected to remain flat through 2011. Guilford County is required to perform a mass property revaluation in 2012.

In the coming fiscal year, the Manager is proposing that the property tax rate remain the same as the current year at a rate of 0.035 cents per \$100 of value. Due to total property values remaining flat in 2011, income from the property tax is estimated at \$450,000, an increase of \$5,000 over the current year budget. Property Tax accounts for 30.28% of total revenue.

The tax rate of 0.035 cents per hundred translates to \$35 per \$100,000 of property value or an annual tax bill of \$105 for a house valued at \$300,000.

**Assessed Real and Personal Property 2007-2010 est. 2011  
(2007-2010 Data from Summerfield TR-2 Report provided by Guilford County Tax Department)**

	2007	2008	2009	2010**	2011 Estimated	Percent of Total
Assessed value of residential real property (after exclusions)	892,030,994	952,182,655	979,478,183	1,153,141,737	1,153,141,737	89.52%
Assessed value of commercial real property	24,205,800	25,325,000	27,681,300	-	-	0.00%
Assessed value of industrial real property	4,398,200	4,398,200	4,088,900	-	-	0.00%
Assessed value other real property not included above	118,252,100	123,958,700	125,712,816	-	-	0.00%
Assessed value Personal Property (other than vehicles)	13,511,972	15,257,276	14,503,166	15,235,507	15,235,507	1.18%
Assessed Value of public service companies	8,888,369	8,284,427	16,902,369	15,906,700	15,906,700	1.23%
<b>Total assessed real property</b>	<b>1,061,287,435</b>	<b>1,129,406,258</b>	<b>1,168,366,734</b>	<b>1,184,283,944</b>	<b>1,184,283,944</b>	<b>91.93%</b>
Motor Vehicles taxed at last yr. rate*	74,706,026	76,228,091	72,721,747	68,086,929	68,086,929	5.29%
Motor Vehicles taxed at this year rate	39,763,950	39,337,500	36,309,697	35,758,647	35,758,647	2.78%
<b>Total real/personal property value</b>	<b>1,175,757,411</b>	<b>1,244,971,849</b>	<b>1,277,398,178</b>	<b>1,288,129,520</b>	<b>1,288,129,520</b>	<b>100.00%</b>

\*\* Guilford County changed software systems so only one figure provided for all real property

### Sales Tax:

Currently, Guilford County distributes its portion of local option sales and use taxes using the ad valorem method. All local governments and all fire districts that have a local property tax receive a portion of the sales tax. In past years, Summerfield received a very small portion (less than 1%) of all revenue generated through this tax. The revenue produced by sales tax is directly affected by the local, state, and national economies. As stated in previous years, changes in the Town's tax rate as well as the tax rates of other Guilford County governments directly affect the percentage of sales tax distributed to Summerfield. Guilford County is proposing a 6 cent tax increase and High Point is proposing a 2.9 cent increase, thereby decreasing the percentage distribution further for Summerfield.

With the reinstatement of a property tax in the current year, the Town will receive increased Sales Tax revenues in the coming fiscal year. Sales Tax revenue is projected to be \$87,000 or 5.85% of all revenues.

### Intergovernmental Transfers:

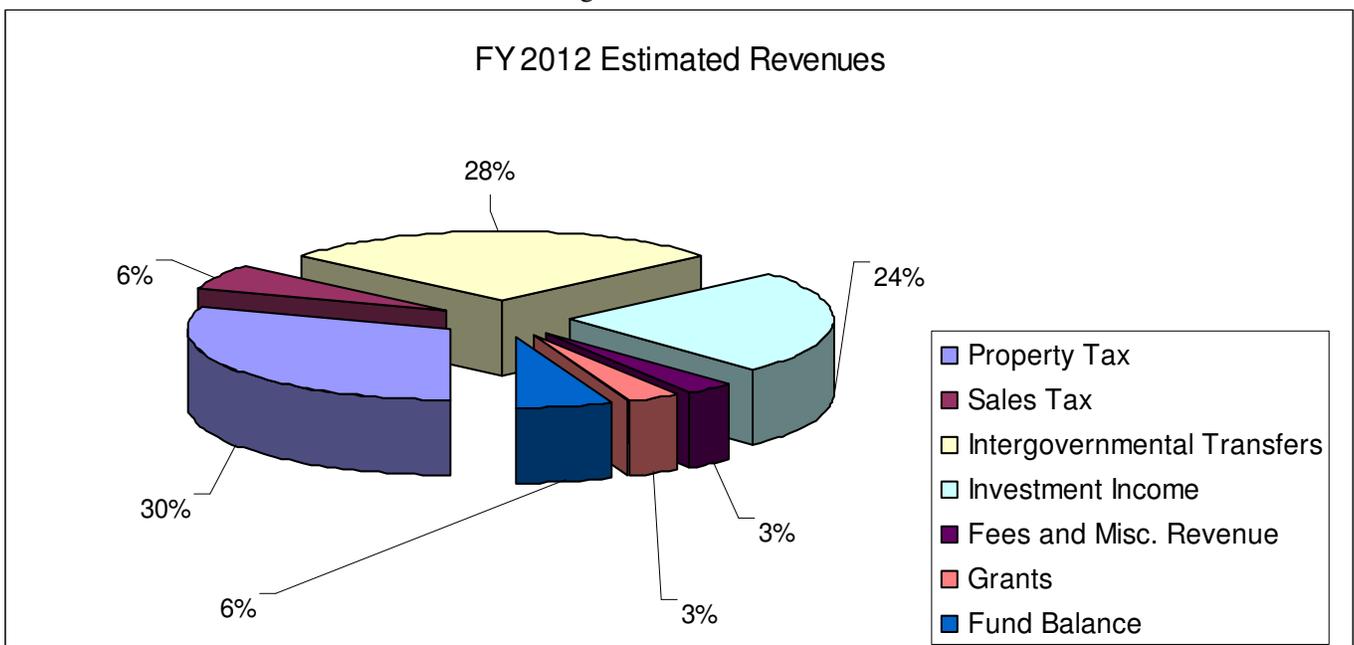
Revenue from Intergovernmental Transfers includes state franchise fees for telecommunications, electricity, natural gas, and cable as well as beer and wine sales and ABC store revenue. The state of the economy is affecting the use of many of these services, with reductions to telecommunications, natural gas,

cable franchise fees, and ABC revenues.

Cable franchise fees are declining state-wide. In addition, Time Warner Cable filed for a State Franchise in November 2010. This filing made our local franchise null and void, thereby eliminating a portion of the total franchise fees paid to Summerfield. The above factors will contribute to a decrease in Town budgeted revenues by approximately \$19,000. AT&T is now providing services in Summerfield; however, their growth will most likely be from the acquisition of customers from Time Warner, so it is not expected that there will be significant revenue growth until new home construction rebounds.

The Summerfield ABC store is attempting to relocate to the Renaissance Shopping Center (Food Lion) in an effort to provide more visibility and access for patrons. This move will require additional expenses to up-fit the store in the short term but should pay-off over the long-term. ABC revenues are projected to be significantly reduced in the coming year as a result of the amortization of leasehold improvements. However, if the store does not secure the new location, then revenues will be much higher since the current store location fixtures have been fully amortized.

Revenues from Intergovernmental Transfers are estimated to total \$409,000 or 27.52% of total revenues.



### **Investment Income:**

Idle funds of the Town may be invested per NCGS 159-30. The main objectives of cash management are *safety, liquidity, and yield*. Summerfield invests idle funds in bank money market, checking, savings, and Certificates of Deposit accounts. These accounts are protected from default by FDIC insurance and a special bank pooling system established by the State for public funds.

Summerfield has a tradition of seeking longer term CD rates when rates are good to hedge against volatility in the market. Under the guidance of the Finance Officer, Town Manager, and Finance Committee, the Town has positioned much of its idle funds in a series of five year CDs paying between 4.64% and 5.2%. It should be noted that while these funds are growing at what are now considered exceptional rates, the funds are still “liquid” in that the CDs can be closed or funds removed without penalty or loss of the entire CD rate. Investment income revenue is estimated at \$360,000 or 24.22% of revenues.

### **Fees and other Miscellaneous Revenues:**

Fees are charged for various Planning and Development activities. Revenues from rezoning, subdivision, and site plan review are highly susceptible to market conditions and are, therefore, difficult to predict. The local housing and commercial market have continued to show little improvement; therefore, Planning Fee revenues are expected to be flat.

Fund raising and sponsorships for various projects are expected to increase with staff time being dedicated to increased efforts in this area.

The fees for park rental and advertising continue to be an area of growth. The Manager is proposing the takeover of direct operations of the concessions at Summerfield Athletic Park through a contracted vendor. This arrangement should provide additional income to the Town and consistent service to the patrons of the facilities.

Revenues from fees and other miscellaneous revenues are estimated to be \$42,550 or 2.86% of the budgeted revenues.

### **Grants:**

The Armfield Foundation grant of \$250,000 over 5 years will disburse its fifth and final \$50,000 payment in December 2011. Funds from this grant have been used to purchase and construct the Summerfield Athletic Park. Funds will be allocated in the coming year to complete engineering and design work for Armfield Park enabling the Town to apply for future State or private grants.

Grant encompass 3.36% of total revenues.

### **Undesignated/Designated Fund Balance Allocation:**

The Town of Summerfield’s fund balance consists of funds that are remaining at the end of one fiscal year that may be appropriated to finance expenditures in the next year’s budget.

“It is the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts, as those figures stand at the close of the fiscal year next proceeding the budget year.” (G.S. 159-8 (a)) Fund balance will be just under \$7 million at the end of fiscal year 2011.

The use of fund balance for capital projects over the past five years has allowed Summerfield to incur minimal debt and to keep property taxes low.

The proposed budget includes a fund balance allocation in the amount of \$87,817 or 5.91% of total revenues.

# Fiscal Year 2012 Expenditures

## Introduction

Expenditures made by municipalities, counties, and the state must be made for a “public purpose” as required per Article V, Section 2(1) of the North Carolina Constitution. This requirement is for all public funds, 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; if there is not a possible allocation for the item, then it is removed from the expenditure department, committee, or function. For example, the Governing Body does not have a “Capital Outlay” section.

## Limited Services Local Government

The Town prides itself as a “Limited Services Local Government” and has adopted that concept as a specific Common Objective of the Comprehensive Plan. In order to establish what the term “Limited Services Local Government” means, it should be noted what services a local government can undertake and which ones the Town has elected to undertake. The following list is provided by the Institute of Government’s *Municipal Government in North Carolina*, 2<sup>nd</sup> edition. Those services directly provided by the Town of Summerfield are **bolded**, and those provided via contract with Guilford County or private vendor are in *italics*.

### Services and Functions Authorized for both Cities and Counties

Aging programs	Air pollution & control
Airports	Alcoholic rehabilitation
Ambulance services	<i>Animal shelters</i>
Armories	Art galleries & <b>museums</b>
Auditoriums & coliseums	Beach erosion control & hurricane protection

Bus lines & public transportation systems  
Community action

Community development  
Economic development  
**Historic preservation**

Human relations  
*Inspections*

*Law enforcement*  
Manpower

Off-street parking

**Parks**

Ports & harbors

**Recreation**

*Senior citizens programs*

*Solid waste collection & disposal*

Urban redevelopment  
Water

Civil defense

**Community appearance**

Drug abuse programs

Fire protection

Hospitals

Industrial promotion

Jails

Libraries

National guard

**Open Space**

**Planning**

Public housing

Rescue squads

Sewage collection & disposal

**Storm drainage**

Veterans services

**Watershed**

**improvement**

### Services and Functions Authorized for Cities Only

Cable television

Electric systems

Sidewalks

Streets

Cemeteries

Gas systems

Street lighting

Traffic engineering

It is clear from just a cursory review that the main focus of the Town government is providing what are considered *Quality of Life* type services such as Parks, Open Space, Code Enforcement, Watershed Protection, Planning, etc. Even within those functions for which the Town provides funding or facilities, there are significant limitations due to staff, funding, or Town Council policy choices to the overall level of service provided to residents of Summerfield.

## Fiscal Year 2012 Expenditures – Governing Body

Summerfield is governed by the Council-Manager form of government with an elected Mayor and five Council members. The Mayor is directly elected by the citizenry for a two year term. There are five Council members serving four-year staggered terms. The current Mayor and Council are as follows: Mayor Mark E. Brown (2011), Mayor Pro-Tem Dena Barnes (2011), Mrs. Alicia Flowers (2011), Mr. Robert “Bob” Williams (2011), Mrs. Dianne Laughlin (2013), and Mr. John Wray (2013).

The Council is responsible for the Town’s legislative governance and general policy setting. The Board hires and fires the Town Manager, who they direct to implement major policy decisions and address key services/operational needs in the community.

### FY11 Accomplishments:

### FY12 Major Budget Requests:

N/A

Personnel: Expenditures include Council stipends, workers’ compensation, bonding/insurance, and membership dues and subscriptions.

Operating Expenses: Expenditures include the governing body retreat.

Services: The Town encourages training for Town Council members by providing education and per diem travel expenditures to attend seminars, conferences, and other educational opportunities. An annual volunteer appreciation event is included to honor the many hours of service provided by the Town’s many volunteers. Funds are allocated for additional training for potential Councilmember changes due to the 2011 election.

Capital Outlay: Does not apply to this budget category.

Fiscal Year 2011 work plan

Department/ Committee	Program or Project	Town Council Goal	Comprehensive Plan Action	Status	Comments
Town Council	P-2010-003			Complete	
Town Council	P-2011-001			Complete	
Town Council	O-2010-005			Complete	
Town Council	R-2010-005			Complete	
Town Council	R-2010-006			Complete	
Town Council	R-2010-007			Complete	
Town Council	R-2010-008			Complete	
Town Council	R-2010-009		2.5 and 2.7	Complete	Mountains to Sea Trail
Town Council	R-2010-010			Complete	
Town Council	R-2010-011			Complete	
Town Council	R-2010-012			Complete	
Town Council	R-2010-013			Complete	

Acct Sub-Category	Requested by				
	FY 10 Actuals	FY 11 Budget	Committee FY12	FY 12 Budget	Percent Change
Governing Body Personnel	30,101	32,450	33,200	33,200	2.31%
Governing Body Oper. Expenses	97	300	300	300	0.00%
Governing Body Services	3,027	6,700	7,000	7,000	4.48%
<b>Grand Total</b>	<b>33,225</b>	<b>39,450</b>	<b>40,500</b>	<b>40,500</b>	<b>2.66%</b>

## Fiscal Year 2012 Expenditures –

## Administration

Administration includes the positions of Town Manager, Town Clerk, and Assistant to the Manager. The Town Manager is responsible for managing the Town's day-to-day operations, budgeting, managing the Town's monetary reserves, and acting as a liaison with the various volunteer committees, adjoining governing bodies, and other local, state, and federal government agencies. The Town Clerk is responsible for all statutory requirements as the official record keeper of the Town in addition to providing administrative support to the Town Manager. The Assistant to the Manager provides part-time administrative support, serves as a liaison to the Town committees, and manages event programming.

### FY12 Major Budget Requests:

- Fund Assistant to the Manager at ¾ time
- Fund staff Cost of Living Adjustment in the amount of 1.4%
- Increase of 0.53% in the employer portion for the NC Local Government Employees' Retirement System

- Increase of 1.8% for Medical Insurance
- Expenditures to purchase new Accounting Software are included. The exact cost is unknown at this time; therefore, additional funds may be necessary as various systems are evaluated.

Personnel: All costs associated with the Town Manager, Town Clerk, and Assistant to the Manager salaries and benefits are allocated to this line item as well as memberships and dues.

Operating Expenses: The administrative budget includes all expenditures necessary for the operations of a municipal office including office supplies, postage, computer system and equipment maintenance, software, phone and internet services, etc. Additional operating expenditures include advertising, insurance, records storage, and vehicle maintenance.

Services: The Town encourages training by providing education and per diem travel expenditures for staff to attend seminars, conferences, and other educational opportunities. Expenditures also include the town newsletter communications.

Capital Outlay: The purchase of new computers and peripherals and new accounting software are included in this line item.

### FY 11 Accomplishments:

Fiscal Year 2011 work plan

Department/ Committee	Program or Project	Council Goal	Comprehensive Plan Action	Status	Comments
Administration	Personnel Policy Update	Y		Complete	Sept. 2011
Administration	Summerfield Athletic Park Construction	Y		Complete	Sept. 2011 Opening
Administration	Comprehensive Plan Implementation	Y		Ongoing	Update #1 Jan. 2011
Administration	Unified Development Ordinance	Y	Numerous Actions	Ongoing	
Administration	Summerfield Road Area Plan	Y	Numerous Actions	Ongoing	
Administration	A&Y Greenway Plan	Y	2.5	Ongoing	
Administration	A&Y Greenway Extension	Y		Ongoing	Finish June 2011
Administration	Armfield Park Master Plan	Y		Ongoing	Finish July 2011
Administration	Purchase 2nd Entrance to SAP	Y		Ongoing	
Administration	VFW Memorial	Y		Ongoing	waiting on final work by VFW
Administration	Budget Prep.	Y		Ongoing	Finish June 2011

**Fiscal Year 2012 Expenditures –  
Administration Continued**

<b>Acct Sub-Category</b>	<b>FY 10 Actuals</b>	<b>FY 11 Budget</b>	<b>Requested by Committee FY12</b>	<b>FY 12 Budget</b>	<b>Percent Change</b>
Administration Personnel	159,550	183,800	212,200	212,200	15.45%
Administration Oper. Expenses	31,742	44,600	41,500	41,500	-6.95%
Administration Services	5,089	13,500	8,500	8,500	-37.04%
Administration Capital Outlay	4,458	12,000	13,000	10,000	-16.67%
<b>Grand Total</b>	<b>200,839</b>	<b>253,900</b>	<b>275,200</b>	<b>272,200</b>	<b>7.21%</b>

## Fiscal Year 2012 Expenditures – Professional Services

Summerfield contracts for a variety of professional services: Accounting-Dana M. Luther, CPA; Audit-Rouse, Rouse, Penn & Rouse LLP; Legal Services-Frazier Hill and Fury, RLLP; Elections- Guilford County Elections Department; Tax Collection-Guilford County Tax Department; Inspections-Guilford County Community Development.

- A new contract with Guilford County for tax collection is proposed at a new rate of \$2,639 a year for five years (0.62% of 2010 tax collection).
- Election expenses will be incurred this year for the 2011 municipal election.

### FY11 Accomplishments:

- Supported Town Council and staff on a variety of projects and activities

### FY12 Major Budget Requests:

- Finance services include auditor, accounting services, miscellaneous financial fees, and tax collection expenditures.
- Finance Officer request to increase hourly rate to \$55 an hour (4.76% increase).
- The Finance Officer will continue to prepare the audit report in-house as recommended by the auditor for compliance with accounting standards, thereby saving time and funds related to the annual audit.
- Increased hours for Finance Officer evaluation and implementation of new accounting software

Personnel: Does not apply to this budget category.

Operating Expenses: Does not apply to this budget category.

Services: The Town contracts for auditing, accounting, legal, election, and tax collection services. Education is important for Finance Committee members; therefore, effort is being made to provide opportunities for the committee to become more familiar with governmental budgeting and accounting.

Capital Outlay: Does not apply to this budget category.

Acct Sub-Category	FY 10 Actuals	FY 11 Budget	Requested by Committee FY12	FY 12 Budget	Percent Change
Finance-Services	47,624	57,175	59,164	59,164	3.48%
Legal-Services	27,912	40,000	40,000	40,000	0.00%
Election Services	8,108	0	10,000	10,000	100.00%
<b>Grand Total</b>	<b>83,644</b>	<b>97,175</b>	<b>109,164</b>	<b>109,164</b>	<b>12.34%</b>

## Fiscal Year 2012 Expenditures – Planning Services

Summerfield provides Planning Services including zoning, subdivision, code enforcement, and watershed review. This year it is proposed that the Town bring Code Enforcement services “in-house,” a budgeted savings of \$5,500.

### FY12 Major Budget Requests:

- Continued funding to develop comprehensive re-write of Development Ordinance (18-24 month project)
- Continued funding for Summerfield Road Area Plan

Personnel: All salary and benefit expenditures for the Town Planner and Planning Technician as well as memberships and dues are included in this category.

Operating Expenses: Expenditures for software maintenance, and office supplies are included in the operating line item.

Services: Education and related travel, watershed, code enforcement, planning related engineering, and the Development Ordinance re-write are included herein.

Capital Outlay: There are no planned capital outlay expenditures for fiscal year 2012.

### FY11 Accomplishments:

Fiscal Year 2011 work plan

Department/ Committee	Program or Project	Council Goal	Comprehensive Plan Action	Status	Comments
Planning	Dev. Clearance Cert.	NA	NA	On going	76 (thru May 2011)
Planning	Rezoning Requests	NA	NA	On going	6
Planning	Special Use Permits	NA	NA	On going	2
Planning	Subdivisions	NA	NA	On going	6
Planning	Site Plans	NA	NA	On going	3
Planning	Code Enforcement	NA	NA	On going	11 open, 8 closed
Planning	Traffic Investigations	NA	NA	On going	12
Planning	Comp. Plan Adopted	Y		Completed	
Planning	Website Upgrades		12.6	On going	Zoning Maps, Comp. Plan, Transportation Maps

Acct Sub-Category	Requested by				
	FY 10 Actuals	FY 11 Budget	Committee FY12	FY 12 Budget	Percent Change
Planning Services- Personnel	83,009	107,000	105,000	105,000	-1.87%
Planning Services- Operating Exp	2,297	4,250	3,500	3,500	-17.65%
Planning Services- Services	100,099	189,700	113,500	113,500	-40.17%
Planning Services-Cap. Outlay	993	3,430	0	0	-100.00%
<b>Grand Total</b>	<b>186,397</b>	<b>304,380</b>	<b>222,000</b>	<b>222,000</b>	<b>-27.06%</b>

## Fiscal Year 2012 Expenditures – Public Property/Buildings

The Town currently owns five properties: Town Hall (Brittain Building); a small municipal parking lot/park located across from Town Hall; a 1.3 acre property at 7300 Summerfield Road (purchased April 2004) which was intended for a sheriff's sub-station and municipal office building; Armfield Park, a 30 acre undeveloped tract; and Summerfield Athletic Park. Summerfield is leasing approximately 50 acres from the Summerfield Community Center and Guilford County for the Summerfield Community Park. The Summerfield Community Park, Summerfield Athletic Park, and Armfield Park expenditures are included in the Parks and Recreation Department budget category.

### FY11 Accomplishments:

- Continued maintenance of the Brittain Building.

### FY12 Major Budget Requests:

- Continued maintenance of the Brittain Building

Personnel: Does not apply to this budget category.

Operating Expenses: Operating expenditures for Public Property/Buildings include repairs and maintenance of the interior of Town Hall, landscaping (excluding SCP and SAP), utilities for Town Hall, and the rental of the Summerfield Community Center for Town meetings.

Services: Does not apply to this budget category.

Capital Outlay: There are no capital expenditures planned for the coming year.

Acct Sub-Category	FY 10 Actuals	FY 11 Budget	Requested by Committee FY12	FY 12 Budget	Percent Change
Public Prop/Build-Oper. Expense	21,695	31,500	26,500	26,500	-15.87%
Public Prop/Build-Cap Outlay	6,495	0	0	0	0.00%
<b>Grand Total</b>	<b>28,191</b>	<b>31,500</b>	<b>26,500</b>	<b>26,500</b>	<b>-15.87%</b>

## **Fiscal Year 2012 Expenditures – Committees**

Since its incorporation in 1996, Summerfield has enjoyed a significant civic involvement through the establishment of volunteer citizen committees. These committees have undertaken important projects including restoration of the Brittain Building for use as the Summerfield Town Hall and development of the public parks.

Citizens interested in particular aspects of the Town created many of the committees. There are seventy volunteers that serve on town committees. Many more community members, including members of Leadership Tomorrow and the Summerfield PTA, help support specific projects and events such as Founders' Day, the annual Halloween Event, and the annual Tree Lighting.

To more clearly define the activities of the various volunteer committees, the budget divides the committees into functional categories. Each committee has a separate division within the larger Budget Category to which they have been assigned.

**Community Resources** includes Parks and Recreation and Historical Committees.

**Community Services** includes Public Safety and Founders' Day Committees.

**Community Planning** includes Zoning Board and Board of Adjustment.

The Finance Committee is budgeted under Professional Services – Finance.

The Development Ordinance and the Summerfield Road Area Plan Committees are budgeted as part of the Planning Department budget.

## Fiscal Year 2012 Expenditures – Community Resources – Parks & Recreation

The mission of the Summerfield Parks and Recreation Committee (SPARC) is to enlighten and enrich life and to work toward the preservation of the environment by providing quality parks, facilities, and services designed for people of all ages and abilities.

This budget section also includes the new Parks and Recreation Department.

### FY12 Major Budget Requests:

- Pave A & Y Greenway to US 220 underpass (Action 2.4)
- Work with MPO and others to secure the use of the abandoned railroad bed for A & Y Greenway and Mountains-to-Sea Trail (Action 2.5)
- Prepare a Master Parks and Recreation Plan for the Town of Summerfield (Action 7.3)

- Prepare long term management plan for Town parks (Action 7.1)
- Repair the Dam at SCP
- Construct loop trail at SCP
- Construct phase 2 at SAP
- Seek additional property for access to SAP
- Continue to develop Armfield Master Plan with engineering and site development
- Construct a portion of the A&Y Greenway

Personnel: Salary and benefit expenditures for the Parks and Recreation Supervisor as well as memberships and dues are included in this category.

Operating Expenses: Expenditures include maintenance of current and future park facilities and trails as well as communications with the community.

Services: Expenditures include education and related travel expenses and programming for special events.

Capital Outlay: Capital outlay includes expenditures for the Armfield Park, SAP phase 2, A & Y Greenway projects, small projects, and repair work on the dam at Summerfield Community Park.

### FY11 Accomplishments:

Fiscal Year 2011 work plan

Department/ Committee	Program or Project	Council Goal	Comprehensive Plan Action	Status	Comments
SPARC	SAP Opening	Y	NA	Complete	Sept. 2010
SPARC	Haunted Trail	NA	NA	Complete	Oct. 2010
SPARC	Tree Lighting	NA	NA	Complete	Nov. 2010
SPARC	Movies in the Park	NA	NA	Complete (3 of 3)	
SPARC	Touch-A-Truck	NA	NA	Complete	April 2011
SPARC	Nature and Wildlife	NA	NA	Incomplete	
SPARC	Children's Fishing Event	NA	NA	In process	June 2011
SPARC	Partnership Events	NA	NA	in process (2 of 4 )	5K Run, Drama Program
SPARC	Music in the Park	NA	NA	In process (3 of 4)	
P&R/SPARC	Approve Park Rules	Y	NA	Complete	
P&R/SPARC	Approve Park Signage	NA	NA	Complete	
P&R/SPARC	A & Y Greenway Plan	Y	2.5	In process	MPO
P&R	Oversee Volunteer Projects	NA	NA	Ongoing	
P&R	Oversee Park Usage	NA	NA	Ongoing	
P&R	Finish SAP	Y	NA	Complete	
P&R/SPARC	Armfield Park Master Plan	Y	7.2	In process	
P&R	Trail Maintenance	Y	NA	In process	

**Fiscal Year 2012 Expenditures –  
Parks and Recreation Continued**

<b>Acct Sub-Category</b>	<b>FY 10 Actuals</b>	<b>FY 11 Budget</b>	<b>Requested by Committee FY12</b>	<b>FY 12 Budget</b>	<b>Percent Change</b>
Parks and Rec Committee-Operating	0	0	1,000	500	100.00%
Parks and Rec Committee-Services	15,313	31,100	29,100	25,000	-19.61%
Parks and Rec Department-Personnel	61,980	67,100	68,000	68,000	1.34%
Parks and Rec Department-Operating	46,087	187,500	166,500	166,500	-11.20%
Parks and Rec Department-Services	316	3,000	76,000	21,000	600.00%
Parks and Rec Department-Capital Outlay	2,341,964	747,150	375,000	442,000	-40.84%
<b>Grand Total</b>	<b>2,465,659</b>	<b>1,035,850</b>	<b>715,600</b>	<b>723,000</b>	<b>-30.20%</b>

## Fiscal Year 2012 Expenditures – Community Resources – Historical

The Historical Committee’s mission is to promote the preservation and restoration of Summerfield’s historical properties for the purpose of maintaining the unique history of the community for today and for future generations.

### FY12 Major Budget Requests:

- Continue “Rock” Gym nomination
- Continue programming of museum
- Request contract curator to continue museum catalog process

- Oral histories of residents and veterans

Personnel: No expenditures are budgeted in the coming year.

Operating Expenses: Expenditures include communications with citizens.

Services: Services include per diem and travel, revolving exhibits for Town Hall, continuation of the cataloging of museum and donated items, special events such as Founders’ Day and the Veterans event, and oral histories for the Town history project.

Capital Outlay: No expenditures are budgeted in the coming year.

### 2011 Accomplishments:

Fiscal Year 2011 work plan

Department/ Committee	Program or Project	Council Goal	Comprehensive Plan Action	Status	Comments
Historic	"Rock" Gym Nomination	NA	NA	In process	New Contractor Hired
Historic	Summerfield Veterans' Event	NA	NA	In process	
Historic	Maintenance of Museum	NA	NA	On going	
Historic	A&Y Railroad Display	NA	NA	Complete	March - June 2011
Historic	Founders' Day	NA	NA	Complete	May 2011

Acct Sub-Category	FY 10 Actuals	FY 11 Budget	Requested by Committee FY12	FY 12 Budget	Percent Change
Historical Committee- Operating Exp	141	100	0	100	0.00%
Historical Committee- Services	1,625	4,800	2,900	6,000	25.00%
<b>Grand Total</b>	<b>1,767</b>	<b>4,900</b>	<b>2,900</b>	<b>6,100</b>	<b>24.49%</b>

**Fiscal Year 2012 Expenditures –  
Community Services – Public Safety**

The Public Safety Committee’s mission is to provide representation to the citizens of Summerfield by supporting the Town Council’s efforts to provide a safe community in which to live, work, and play. The Committee provides citizen input and makes recommendations to the Town Council on public safety issues. In addition, the Committee is responsible for the operations of the Senior Program of Summerfield.

Guilford County has proposed a new contract for Animal Control services that will no longer include the cost to run and maintain the County Animal Shelter.

**FY11 Accomplishments:**

- Evaluated and made recommendations on traffic and speed limit issues and road closures
- Conducted inspections of Town and Park facilities
- Reviewed Hazard Mitigation Plan
- Served the needs of over 80 older adults through the senior programs

**FY12 Major Budget Requests:**

- Guilford County animal control payments
- Continued maintenance of emergency generator
- Public safety road signage for emergency shelters
- Continued funding of senior programming at Center United Methodist and Summerfield United Methodist Churches

Personnel: Does not apply to this budget category.

Operating Expenses: Expenditures include funds for Operation Safe County and communications with citizens.

Services: Services include education and related per diem and travel, the senior programs, responsibility for the Town emergency generator, emergency preparedness supplies, Animal Control payment, and Fire Inspections by the Fire Marshal.

Capital Outlay: None requested in the coming fiscal year.

Acct Sub-Category	FY 10 Actuals	FY 11 Budget	Requested by Committee FY12	FY 12 Budget	Percent Change
Public Safety Committee- Operating Exp	1,800	2,100	3,100	2,100	0.00%
Public Safety Committee- Services	15,239	73,914	70,477	39,053	-47.16%
<b>Grand Total</b>	<b>17,039</b>	<b>76,014</b>	<b>73,577</b>	<b>41,153</b>	<b>-45.86%</b>

## Fiscal Year 2012 Expenditures – Community Services – Founders’ Day

The Founders’ Day Committee is primarily in charge of organizing the Founders’ Day Celebration. Founders’ Day is celebrated in mid-May with a parade of cars and floats, rides, children’s activities, craft and assorted vendor/community booths, and food vendors.

### FY11 Accomplishments:

- Founders’ Day theme of the “60<sup>th</sup> Anniversary of the Summerfield Fire Department”
- Successfully ran 15<sup>th</sup> Founders’ Day with 5,000 visitors and over 200 parade entries
- Successfully relocated Founders Day activities to the Fire Department and Town property when school construction interfered with festival location
- Continued with sponsorships to create additional revenue and activities

### FY12 Major Budget Requests:

- No increase in funding requested
- Continue to raise funds and obtain sponsorships to offset costs

Personnel: Does not apply to this budget category.

Operating Expenses: No expenditures are budgeted in the coming year.

Services: Services include the Founders’ Day Celebration.

Capital Outlay: Does not apply to this budget category

Acct Sub-Category	FY 10 Actuals	FY 11 Budget	Requested by Committee FY12	FY 12 Budget	Percent Change
Founders' Day Committee- Operating Exp	27,975	30,000	30,000	30,000	0.00%
<b>Grand Total</b>	<b>27,975</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>0.00%</b>

## Fiscal Year 2012 Expenditures – Community Planning – Zoning Board

The Zoning Board is responsible for reviewing all development requests for rezoning, subdivision, and site plans. Their responsibility is to enforce and interpret the Summerfield Unified Development Ordinance, Summerfield Comprehensive Plan, and Thoroughfare Plan during their deliberations. The Zoning Board is a recommending body for all rezoning requests and has approval authority for major subdivisions and site plans.

### FY11 Accomplishments:

- Reviewed six rezoning requests
- Reviewed one watershed modification
- Reviewed two text amendments
- Reviewed one major subdivision

### FY12 Major Budget Requests:

- Zoning Board members will continue to be involved in the Development Ordinance re-write
- Continued training opportunities will be offered

Personnel: Zoning Board members hold memberships with various planning related organizations.

Operating Expenses: Does not apply to this budget category.

Services: Education is a critical element of responsibility; therefore, effort is made to continually provide educational opportunities.

Capital Outlay: Does not apply to this budget category

Acct Sub-Category	FY 10 Actuals	FY 11 Budget	Requested by Committee FY12	FY 12 Budget	Percent Change
Zoning Board-Personnel	713	800	800	800	0.00%
Zoning Board-Services	715	1,850	2,850	2,850	54.05%
<b>Grand Total</b>	<b>1,428</b>	<b>2,650</b>	<b>3,650</b>	<b>3,650</b>	<b>37.74%</b>

**Fiscal Year 2012 Expenditures –  
Community Planning – Board of Adjustment**

The Board of Adjustment (BoA) is 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. The BOA is also tasked with hearing all quasi-judicial Special Use Permits.

Personnel: Does not apply to this budget category  
Operating Expenses: Does not apply to this budget category  
Services: Education is a critical element of responsibility; therefore, effort is made to continually provide educational opportunities  
Capital Outlay: Does not apply to this budget category

**FY11 Accomplishments:**

- Reviewed two Special Use Permits
- Reviewed one Appeal

**FY12 Major Budget Requests:**

- BoA members continue to participate in the Development Ordinance re-write
- Training opportunities continue to be offered

Acct Sub-Category	FY 10 Actuals	FY 11 Budget	Requested by Committee FY12	FY 12 Budget	Percent Change
Board of Adjustment- Services	740	1,100	1,100	1,100	0.00%
<b>Grand Total</b>	<b>740</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>	<b>0.00%</b>

**Fiscal Year 2012 Expenditures –  
Community Planning – Thoroughfare**

The Thoroughfare Committee is no longer an active committee; however, any budget allocation for transportation projects is budgeted to this category.

**FY12 Major Budget Requests:**

- No funds requested

**FY11 Accomplishments:**

- US 220 Widening study for additional traffic light needs

<b>Acct Sub-Category</b>	<b>FY 10 Actuals</b>	<b>FY 11 Budget</b>	<b>Requested by Committee FY12</b>	<b>FY 12 Budget</b>	<b>Percent Change</b>
Thoroughfare Committee- Services	6,000	3,000	0	0	-100.00%
<b>Grand Total</b>	<b>6,000</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>

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**TOWN OF SUMMERFIELD**  
**2012 Fiscal Year**  
**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, 2011, and ending June 30, 2012.

**SECTION 1 - General Fund**

General Fund Revenues:

<b>Revenue Type</b>	<b>Amount</b>
Property Taxes - 2011	450,000.00
Sales Tax	87,000.00
ABC Distribution	10,000.00
Beer and Wine Tax	37,000.00
Cable Franchise	75,000.00
Excise Tax on Piped Natural Gas	7,600.00
Franchise Tax on Electric Power	256,300.00
Sales Tax on Telecommunication	23,100.00
Investment Earnings	360,000.00
Miscellaneous Revenue	500.00
Planning Fees	12,000.00
Miscellaneous Grants	50,000.00
Donations - Parks and Rec	3,500.00
Donations - Historical Committee	100.00
Program Revenues - Parks & Rec	21,000.00
Program Revenues - Founders' Day	5,450.00
Undesignated Fund Balance Allocation	87,817.00
	<b>1,486,367.00</b>

General Fund Expenditures

**Governing Body**

Governing Body Personnel	33,200.00
Governing Body Oper. Expenses	300.00
Governing Body Services	7,000.00
<i>Governing Body Total</i>	<u>40,500.00</u>

**Adminstration**

Administration Personnel	212,200.00
Administration Oper. Expenses	41,500.00
Administration Services	8,500.00
Administration Capital Outlay	10,000.00
<i>Administration Total</i>	<u>272,200.00</u>

**Professional Services**

Finance-Services	59,164.00
Legal-Services	40,000.00
Election Services	10,000.00
<i>Professional Services Total</i>	<u>109,164.00</u>

**Planning Services**

Planning Services-Personnel	105,000.00
Planning Services-Operating Exp	3,500.00
Planning Services-Services	113,500.00
Planning Services-Cap. Outlay	-
<i>Planning Services Total</i>	<u>222,000.00</u>

**Public Property/Buildings**

Public Prop/Build-Oper. Expense	26,500.00
Public Prop/Build-Cap Outlay	-
<i>Public Property/Buildings Total</i>	<u>26,500.00</u>

**Community Resources**

Parks and Rec Committee-Operating	500.00
Parks and Rec Committee-Services	25,000.00
<i>Parks and Rec Committee Total</i>	<u>25,500.00</u>

Parks and Rec Department-Personnel	68,000.00
Parks and Rec Department-Operating	166,500.00
Parks and Rec Department-Services	21,000.00
Parks and Rec Department-Capital Outlay	442,000.00
<i>Parks and Rec Department Total</i>	<u>697,500.00</u>

Historical Committee-Personnel	-
Historical Committee-Operating Exp	100.00
Historical Committee-Services	6,000.00
Historical Committee-Capital Outlay	-
<i>Historical Committee Total</i>	<u>6,100.00</u>

<b><i>Community Resources Total</i></b>	<b>729,100.00</b>
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General Fund Expenditures-Continued

**Community Services**

Public Safety Committee-Operating Exp	2,100.00
Public Safety Committee-Services	39,053.00
Public Safety Committee-Capital Outlay	-
<i>Public Safety Committee Total</i>	<u>41,153.00</u>

Founders' Day Committee-Operating Exp	-
Founders' Day Committee-Services	30,000.00
<i>Founders' Day Committee Total</i>	<u>30,000.00</u>

**Community Services Total** 71,153.00

**Community Planning**

Zoning Board-Personnel	800.00
Zoning Board-Services	2,850.00
<i>Zoning Board Total</i>	<u>3,650.00</u>

Board of Adjustment-Personnel	-
Board of Adjustment-Services	1,100.00
<i>Board of Adjustment Total</i>	<u>1,100.00</u>

Thoroughfare Committee-Services	-
Thoroughfare Committee-Capital Outlay	-
<i>Thoroughfare Committee Total</i>	<u>-</u>

**Community Planning Total** 4,750.00

**Other Expense**

Other Expense	11,000.00
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**Capital Fund Allocation**

Parks and Recreation Fund	-
Transportation Improvement Fund	-
<i>Capital Fund Allocation Total</i>	<u>-</u>

**Grand Total** 1,486,367.00

**Debt Principal Payments**

**-To be paid out of fund balance**

**475,000.00**

**SECTION 2 – Taxes**

An Ad Valorem tax rate of \$0.035 per hundred (\$100) valuation of taxable property, as listed for taxes as of January 2011, is hereby levied and established as the official tax rate for the Town of Summerfield for Fiscal Year 2012. The rate is based upon a total projected valuation of \$1,288,129,520. 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**

The Planning and Development fee schedule of September 1, 2009 remains in effect.  
The Fee Schedule for the Summerfield Athletic Park of March 8, 2011 remains in effect.  
Additional Fees as stated in the Application and Rental Agreement Contract for the Use of Summerfield Park Facilities remain in effect.  
The Fees established in the Ordinance Establishing Town of Summerfield Expenditure Approval Procedure (O-2008-006) adopted June 19, 2008 remain in effect.

**SECTION 5 – Budget Amendments**

The North Carolina Local Government Budget and Fiscal Control Act allows the Town Council to amend the Budget Ordinance 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 the Fiscal Year 2012. 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 the 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 \_\_\_\_\_, 2011

\_\_\_\_\_  
Mark Brown, Mayor

Attest:

\_\_\_\_\_  
Valarie Halvorsen, Town Clerk

# **Appendix**

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Date: March 8, 2011  
From: Michael Brandt, Town Manager  
To: Summerfield Committee Chairs and Members  
RE: 2012 Fiscal Year Budget Preparation

The Summerfield Town Council wrapped up the last of three working meetings for the development of the 2012 fiscal year budget on the evening of March 1. For those who were able to attend the meetings, thank you for your time and support.

As in previous years, Town Council reviewed the current financial state of the Town and future projections of revenue and other issues affecting the long-term financial health of the community. In addition, the Council reviewed the Comprehensive Plan Implementation program to determine which elements should be considered for implementation in the next fiscal year.

### **Strategic Priorities**

Town Council continues to support the strategic priorities developed last year. The priorities are as follows:

- Limited Services Local Government
- Commercial Development & Community Character
- Parks, Recreation, and Open Space
- Water & Sewer Options
- Transportation Improvements

### **Capital Improvement Plan**

This year, the concept of a Capital Improvement Plan (CIP) was introduced. Due to the nature and complexity of developing a CIP, it has been decided that we will focus on five capital projects and introduce a larger CIP planning process in the fall of 2011. The projects that are proposed to be considered this year are as follows:

- Repair the Summerfield Community Park Dam
- Pave and extend the "Tower" trail at Summerfield Community Park to create a loop from the cellular tower back to the dam.
- Construct a portion of the A & Y Greenway from Summerfield Elementary School to NC150.
- Develop a Master Plan for Parks and Recreation for the Town.
- Provide additional amenities at the Summerfield Athletic Park to include picnic shelters, walking trails, additional lighting, and similar amenities.

Town staff will focus on developing the CIP but will also ask for input for these projects from appropriate committees.

### **Council Goals**

The Town Council continues to seek ways to implement the Vision of the Town- "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."

This is to be accomplished by providing a cost-effective local government that is focused on providing a high-quality of life through the provision of sound land use and fiscal planning, providing high quality recreational facilities and programs, and thinking long-term about the future of the community.

## **Budget Direction**

As with the past couple of years, the economy continues to weigh down revenues, both local taxes and fees and state shared revenues. There are concerns that the State or County may be forced to either charge for additional services or halt the sharing of certain revenue streams. The Governor's Budget does not indicate any changes, but the legislature may be forced to take action before the end of the fiscal year budget process.

Council did not specifically exclude funding for the programs or services presented by the committees with the exception of further efforts on the following:

- 1) Town Clock – At this time, no feasible location is available for this project
- 2) Water System – We will continue to monitor events and actions by surrounding communities but will take no action to develop our own water system at this time.

Items specifically mentioned by Town Council include the following:

- 1) Review the potential for a Park and Ride lot for commuters at Summerfield Athletic Park
- 2) Monitor ground water using the new wells drilled at Summerfield Community Park
- 3) Pursue a Shared Use Agreement between Summerfield and School System for land adjacent to Summerfield Community Park
- 4) Continue the focus on Trails and Greenways
- 5) Continue efforts to keep Senior programming available to any senior citizen that wants to participate in programming and consider ways to expand the program to reach more people
- 6) Finish the work necessary to list the Rock Gym on the National Register

Staff will be working on items 1, 2, and 6 as part of our internal budget process.

Regarding the other projects presented by the committees, Council will want to see appropriate and realistic budget estimates to determine if it is feasible to move forward on committee proposals.

I am sending an electronic version of the budget form to each committee chair. The form has been re-formatted so that it is now in a Microsoft Word version. I have also attempted to streamline the questions making it a more simple form to fill out. You may also submit information in other formats as supporting documentation, but I do ask that you use the form provided so that we can continue to standardize the budget process for everyone involved. There is no longer a separate form for training/education requests; instead, use the new budget form for training requests.

Last year, we began the process of implementing the Comprehensive Plan. This document is available online on the Town's website under the "Planning Department" page. There is also an Implementation Update that will provide guidance as to what has been implemented and what is still in process. Please use the Comprehensive Plan as a touchstone whenever you are unsure of a project or a direction that your committee should be considering. In addition, look at actions or policies that your committee can help to implement for the Town. Without your help, we will not be able to move toward the Common Objectives and Vision of the Town.

If you have any questions about the budget process, please feel free to contact me.

Yours in Service,  
Michael M. Brandt, AICP

# Fiscal Year 2012 – Changes to Committee Budget Requests

## Parks & Recreation:

- 1) Eliminated \$3,000 for Audio Visual Equipment already purchased in FY11
- 2) Decreased Recreation Master Plan by \$55,000 based on verbal quotes
- 3) Decreased Communications by \$500 based on historical spending
- 4) Decreased Education by \$2,500 and decreased Per Diem and Travel by \$700 for expected expenditures
- 5) Increased Touch a Truck event by \$150 to include individual event advertising instead of consolidated advertising
- 6) Decreased Tree Lighting event by \$1,000 since the purchase of a tree will be included in the parks and recreation department budget
- 7) Decreased Partnership Events for the 5k by \$100 based on historical spending
- 8) Increased Partnership Events by \$1,000 to include recycling program
- 9) Increased Trail Events by \$1,000 for the Raptor program since it could not be coordinated in time for expenditure in fiscal year 2011
- 10) Increased Trail Events by \$550 to include event advertising
- 11) Decreased Halloween Event expenditures by \$2,500 based on historical spending and the inventory of supplies currently on hand
- 12) Increased SCP Capital Outlay by \$14,000 to include parking lights, grills, and other minor additions
- 13) Increased Land Acq/Dev for Ball Fields by \$13,000 to include netting and bleachers
- 14) Increased Trail Construction by \$70,000 to include construction of the A&Y Greenway from the DAR property to Gray Gables

- 15) Decreased Armfield Park by \$30,000 to only include project engineering in the FY12 budget

## Historical:

- 1) Added \$100 for Communications to include in house printing of brochure
- 2) Added \$100 for Per Diem and Travel
- 3) Added \$200 for Special Events including Founders' Day and the Veterans Event
- 4) Increased Town History Project by \$2,800 for the Rock Gym Historical Nomination contract

## Public Safety:

- 1) Decreased Communications by \$1,000 for in-house printing of materials and consolidated and coordinated communication efforts with other committees and staff
- 2) Increased Animal Control by \$153 and eliminated \$32,000 for the Animal Shelter based on the new agreement with Guilford County
- 3) Increased Fire Inspections by \$1,000 to coincide with contract maximum
- 4) Increased Senior Program by \$1,159 based on historical data and equivalent meals being provided to both programs
- 5) Decreased Municipal Equipment Generator by \$1,736 since significant repairs are not anticipated as a result of preventative maintenance associated with the maintenance agreement

**Summerfield  
Fiscal Year 2012  
Operating Budget  
&  
Budget Ordinance**