



A new "resident" born in May, Lilly absorbs her surroundings under her mom's nearby watchful eye in beautiful Summerfield.

FY 2015-16
Annual Operating Budget
& Budget Ordinance

(as adopted* June 9, 2015)

**see notice inside front cover; contains both proposed and adopted budgets*

NOTICE

This document has been updated to reflect the final Council-adopted budget immediately following the June 9, 2015, budget presentation. Pages 1-23 indicate proposed information and beginning on page 24, the detailed line-item budget and budget ordinance have both been updated to indicate adopted amounts. (The only change between proposed and adopted budgets was a reduction of \$15,500 within line item 7011310.)

June 9, 2015

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 Goals and 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>	9	Planned Capital Projects	20
<i>Conclusion</i>	9	General Fund Expenditures	21
Budget Calendar	10	Budget Assumptions, Justifications, and Notes	22
Snapshot of Summerfield		Map of Summerfield	23
<i>Business QuickFacts</i>	12	Detailed FY2015–16 Budget	24
<i>People QuickFacts</i>	13	FY2015–16 Fee Schedule	32
<i>Geography QuickFacts</i>	13	FY2015–16 Budget Ordinance	37
Town Organizational Structure			
<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

May 28, 2015

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: FY2015-16 Budget Message

Honorable Council:

THIS FY2015-16 BUDGET PROCESS FOLLOWS the recent move toward providing a line-item draft early (April 9) to allow Town Council and citizens a long review period with ample feedback opportunities prior to a planned June budget adoption. A new aspect of the planning process this year was a facilitated strategic planning retreat held in late January, which was well received by Council and will hopefully be a continuing part of leadership's commitment to looking ahead purposefully and strategically.

Retreat topics included planning for future Parks and Recreation needs; review of the Comprehensive Plan objective areas; the necessity of the Comprehensive Plan, Uniform Development Ordinance (UDO), and any other long-range plan to complement and support one another; code enforcement; and, a five-year Capital Improvements Plan (CIP). The session involved brainstorming, consensus-building, goal development, and initial strategy development.

As a recap of FY2014-15, the following were budget priorities: 1) continued Gordon property improvements; 2) Atlantic and Yadkin (A&Y) Greenway design of the southern section; 3) Summerfield Athletic Park (SAP) entrance/road; 4) internal SAP improvements (development of a northern parking lot, needed fencing, and batting cages); and, 5) identification of future town signage placement at key transportation points.

The planned Gordon improvements were finished on both the southeast intersection corner and the northeast acreage. Work included demolition of structures, mobile home salvage, site and utility clean-up, improvements to remaining structures, and seeding of affected areas. Site hazards were removed and the improved appearance will complement other US 220 changes underway within these segments of our recognized scenic corridors.

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)

While the A&Y Greenway design will not be completed by this fiscal year-end, the Trails and Open Space Committee worked diligently, proposed a revised trail alignment, and key Council deliberations are scheduled in July to select a design firm. The project is discussed in more detail below and growing community enthusiasm and momentum reveal the year's progress.

The Summerfield Athletic Park entrance/road is needed to allow visitors to cross the divided highway once widening is completed (anticipated in late 2016). The road has been designed, is approved by NCDOT, and the next step is dedication of the needed property segments. Another landowner was brought into the process to improve the access configuration, which added time, but this project will be ready for formal construction bids as soon as the property transactions are complete. A new entrance sign is included in this project.

Other internal improvements at SAP are at varying degrees of development. Plans for the construction of a northern parking lot were revisited during this current budget process and the scope expanded, so this project has been rebudgeted for the new budget year with current-year funding redirected toward other needed SAP projects. These included installation of a multipurpose field fence, top dressing and aerating fields, adding another batting cage, and installing security cameras. The original batting cage was installed and the recently-authorized one is under construction now. The multipurpose field fence was completed, along with complete fencing of a retention pond for more safety. Some playing-field surfaces have been improved and other work is being scheduled now, and quotes are being secured for SAP security cameras.

Another current-year goal was identification and progress toward future town signage at key locations, although it did not require budgeted funds for this fiscal year. Per the plan, those suggested locations have been identified for Council discussion, but are planned for construction during FY2016–17 to better coincide with the completion of both major roadway projects.

Overall it has been a successful year with the exception of the UDO completion, which remains a major priority. Projects have been completed within budget and we continue to address how to make our current assets the best they can be, invest thoughtfully in needed-now improvements, and pace ourselves within our “limited government” philosophy.

Budget Goals and Priorities

Following the retreat's brainstorming and prioritization process, Council set three near-future goal areas:

- 1) **Development within the next two years of a town center master plan for our historic crossroads of Oak Ridge Road and Summerfield Road:** The plan will use a phased approach and put a tangible and detailed plan in place to reflect leadership's commitment to the general intersection area. A key component will be the renovation of the former Gordon Hardware building and clarity about how to best provide public meeting space with useful technology, along with needed meeting and staffing space.

Last year's purchase and improvements of the “Gordon property” was the catalyst for a long-range development that has and will continue to touch on several Comprehensive Plan focus points. These include controlling commercial development, community character preservation, attractive community appearance, Summerfield Road focus, and historic preservation, along with potential opportunities for P&R and trails/bikeways improvements.

A master plan will outline how to best tie historical and/or new structures together to fully develop the intersection area as a working, historical focal point and attractive junction of two scenic corridors for Summerfield. The CIP proposes to have a plan completed in FY2016–17 prior to the completion of the US 220 widening and I-73 construction projects.

- 2) **Completion of the A&Y Greenway:** Efforts have long been underway to develop the greenway, starting with the southern portion from the US 220 pedestrian tunnel to the former railbed on Centerfield Road near Summerfield Elementary. The retreat's immediate action plan calls for: 1) development of a tentative route with solid cost estimates derived from the design process; and, 2) selection of a firm for design.

A modified southern route has been proposed and a trail design firm is already being sought through a Request for Qualifications (RFQ) process. Council is expected to review vetted firms this July and request a formal design proposal, which will provide more realistic guidance as to total construction costs. Leadership, the Trails and Open Space Committee, and our area metropolitan planning organization (MPO) will continue to work with stakeholders to collaborate and seek agreements to bring this major project to fruition.

- 3) **Development of clear and concise ordinances, policies, and procedures:** "Limited services government" is a founding Summerfield ideology and key tenet of the Comprehensive Plan. Retreat participants discussed the challenge of a growing population that favors small government yet still wants certain quality-of-life amenities. This goal area was somewhat broad and ranged from completion of the UDO and CIP to on-going revision and streamlining of policies and procedures that are out of step with small-staff operations.

Of these goal areas, only the A&Y Greenway design is budgeted in FY2015-16; the other two fall beyond first-year projects within the planned CIP. Other priorities or projects identified during the budget process include: SAP second entrance/road (already discussed); SAP parking lot development (already discussed); strategic property acquisitions; historical site road markers; contracted planning services; a seasonal SAP employee; and a potential water/fire protection feasibility study.

Strategic property acquisitions are funds for potential land acquisitions that support the Comprehensive Plan's outlined policies and/or other town initiatives. Having designated funding affords some flexibility for land access or improvement opportunities. (Examples: purchasing a parcel to serve as a trails parking lot or buying a strip of land to widen a public parking area.) Funding for historical site road markers was requested by the Historical Committee specifically for two sites: the Bugle Boy site on Oak Ridge Road and the Laughlin School site on Summerfield Road. Leadership requested a recommendation for a water/fire protection feasibility study with a broader consideration of options than was recommended by the Public Safety Committee. It was budgeted with the expectation that Council would likely participate financially, to some degree, when that recommendation is presented.

Two budgeted priorities relate to staffing. With increased development and Planning activity, the budget includes a contingency for contracted planning services should that become necessary. For Parks and Recreation, SAP field usage has increased significantly and it was agreed that another part-time, seasonal employee would be hired for more weekend coverage and oversight at the park.

One capital item that was not discussed specifically during deliberations is construction services. This item would address unforeseen capital needs or repairs for the town hall or Gordon Hardware buildings given their 1870s construction.

Executive Summary

As Summerfield's town manager, statutory budget officer, and assistant finance officer, I propose a FY2015-16 budget of \$1,960,529. This budget is \$483,922 higher than last year's budget of \$1,476,607. Fee schedules that were consolidated and updated last year have also been further tweaked in the planning section to better offset expenses.

As presented, the tax rate remains at 2.75 cents per \$100 of property valuation (\$1,374,753,000) after last year’s rate reduction of 0.75 cents following four straight years at 3.5 cents. Given the reserves and lack of debt, I recommend funding the difference between total expenditures and revenue projections by appropriating \$827,604 from the fund balance. Reserves are estimated to be about \$7,500,000 at the end of FY2015–16 and Summerfield’s financial health remains strong while the economy continues another year in slow-recovery mode. Investment earning potential remains limited given the economy and safety-biased town investment policy, yet the proposed budget affords funding of identified citizen desires and needs without resorting to new debt service.

Comprehensive Plan

One topic of Council’s strategic planning retreat was revisiting the basic tenets of the Comprehensive Plan. The attractiveness of our pastoral setting, four-season climate, highly-rated schools, location to services in Greensboro, extremely low taxes, and overall quality of life have resulted in a 55% population growth since 2000. New growth-related issues continue to present themselves, such as: pressure for more development; declines in farmland and wooded acreage; loss of small-town character; concerns about sufficient water supplies and fire protection; need for more recreation land and open spaces; and increased and redirected local traffic. Adopted in May 2010, this plan 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 appropriate use of money, staff, and time during implementation. The Comprehensive Plan is a “living” document—it should be updated often to remain viable and relevant to citizen needs. An update is part of the CIP.

Departmental Budgets

This budget highlights the divisions’ revenues and expenditures in full detail elsewhere, but following are proposed departmental totals for FY2015–16:

• Governing Body	\$43,940
• Administration	303,000
• Finance	86,789
• Legal	50,000
• Planning	182,500
• Election Services	10,000
• Property and Buildings	171,200
• Community Resources	1,004,350
• Community Services	105,500
• Community Planning	3,250
<div style="display: flex; justify-content: space-between; margin: 0;"> Total budget \$1,960,529 </div>	

Capital Projects

The aforementioned goals and priorities are not all capital projects and only capital items that are at least \$5000 are highlighted here; significant projects from the proposed budget include:

- A&Y Greenway (South) development325,000
- SAP parking lot development250,000
- SAP second entrance/road development190,000
- Strategic property acquisitions125,000
- Construction services15,000
- SAP grounds equipment5,000
- Historical site road markers5,000

Total capital projects\$915,000*

**Does not include all capital expenses or purchases, but instead reflects capital projects \$5000 and over..*

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 \$\$1,960,529 budget with a tax rate of 2.75 cents per \$100 of property valuation. The town continues to receive excellent audit results and maintains its strong financial position. I appreciate the budget input and effort of a dedicated staff and especially thank Finance Officer Katrina Whitt for her exemplary financial work.

This proposed budget 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.” The statement speaks to Summerfield’s struggle with how to grow, how to regulate services, how to build out our parks, etc. amid an increasing population.

Maximizing our existing assets, fine-tuning their weaknesses, and investing wisely in order to “do right by” our vision statement is a tall order. Citizens need to communicate and be involved, leadership must do its homework to deliver sound decision-making, and our staff should professionally implement policies and serve. I continue to have faith in a genuine interest to deliver on this, but know that there’s always room for improvement, too. My hope is that the FY2015–16 budget and priorities stay in lockstep with that vision.

Respectfully,

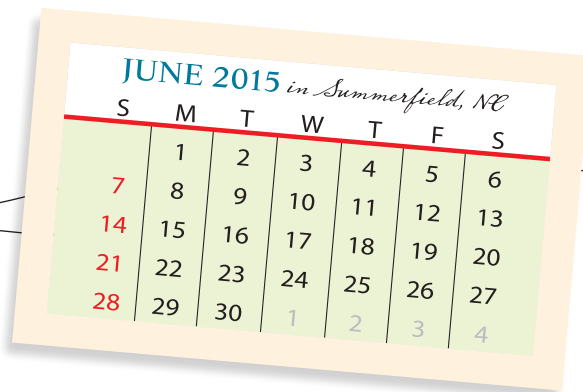


Town Manager K. Scott Whitaker

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. 15	—	—	<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.
SAT/Jan. 24	8:30am	Proximity Hotel, Greensboro	<i>(Facilitator and Mgr.)</i>	<ul style="list-style-type: none"> • While not a specific budget meeting, the Council retreat will include discussion of anticipated priorities and will serve as a starting point for budget development.
TUE/Feb. 3	—	—	<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. 10	6:30pm	Comm. Center	<i>(Mayor)</i> —	<ul style="list-style-type: none"> • Regular monthly Council meeting. • Budget-related public comments (priorities focus) following brief review of any initial outcomes from Council retreat.¹
MON/Feb. 16	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. 24	6:30pm	Town Hall	<i>(Council)</i> —	<ul style="list-style-type: none"> • Special called Council meeting for planning session. • Budget-related public comments.¹
TUE/Mar. 10	6:30pm	Comm. Center	<i>(Mayor)</i> —	<ul style="list-style-type: none"> • Regular monthly Council meeting. • Budget-related public comments.¹
<u>THU/Mar. 19</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 Manager.</u>
<u>THU/Apr. 9</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. 14	6:30pm	Comm. Center	<i>(Mayor)</i> —	<ul style="list-style-type: none"> • Regular monthly Council meeting. • Budget-related public comments.¹
beginning WED/Apr. 15	—	—	<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 Council about any significant changes.
MON/Apr. 20	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.



DATE	TIME	LOCATION	LEAD	EVENT OR ACTION
TUE/May 12	6:30pm	Comm. Center	(Mayor) —	<ul style="list-style-type: none"> Regular monthly Council meeting. Budget-related public comment session.¹
WED/May 13	—	—	(Clerk)	<ul style="list-style-type: none"> Advertise and post/notice of May 28 budget presentation and June 10 public hearing and potential adoption.
WED-FRI/ May 13–May 15	—	—	(Mgr. and Fin. Officer)	<ul style="list-style-type: none"> Work on adjustments, budget message, and communications; communicate with staff, committees, external agencies, and Council about any significant changes.
MON-THU/ May 18–21	—	—	(Mgr.)	<ul style="list-style-type: none"> Communicate individually with Council about any budget concerns.
<u>THU/May 28</u>	6:30pm	Comm. Center	(Mgr.) — (Clerk)	<ul style="list-style-type: none"> <u>Special called 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 9</u>	6:30pm 7:00pm	Comm. Center	(Mayor) (Mayor)	<ul style="list-style-type: none"> <u>Budget public hearing.</u>² Regular monthly Council meeting that will include <u>budget consideration and anticipated ordinance adoption</u> specifying estimated revenues, expenses, and property tax rate.
WED/June 10	—	—	(Mgr.)	<ul style="list-style-type: none"> Communicate with local media absent from hearing that budget passed (as needed).
FRI/June 12	—	—	(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"> FY2015–16 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 Dates, times, and venues are subject to change—check www.summerfieldgov.com for updates



snapshot of Summerfield

SUMMERFIELD BEGAN AS “Bruce’s Crossroads” and changed its name to “Summerfield” in the early 1800s. It wasn’t until 1996 that Summerfield incorporated and became a recognized municipality. The town is located in the Piedmont Triad’s beautiful northwest Guilford County, adjacent to Greensboro to the south, Oak Ridge to the west, and Stokesdale to the northwest.

The most recent state-certified population numbers indicate 10,886 residents as of July 1, 2013 (more than the 10,614 estimated below), which indicates an increase of 55% since 2000’s reporting of 7,018 residents. Much of that growth happened in the early- to mid-2000s, fell sharply following 2008’s economic downturn, and climbed steadily but slowly in the last several years. Regardless, growth has been reshaping our relatively young town into a dynamic citizenry of both long-time, local residents and newer Summerfield citizens.

As evidenced by the following demographics, the area continues to have low poverty 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 families, enjoying leisure time, and are interested in quality of life and their peaceful and attractive 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	9,848,917
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, 2009–2013	91.2%	84.7%
Foreign born persons, 2009–2013	5.3%	7.6%
Language other than English spoken at home, age 5+, 2009–2013	7.0%	10.9%
High school graduate or higher, age 25+, 2009–2013	94%	84.9%
Bachelor's degree or higher, age 25+, 2009–2013	51.8%	27.3%
Veterans, 2009–2013	670	724,295
Mean travel time to work (minutes), workers age 16+, 2009–2013	27.5	23.6
Housing units, 2010	3,756	4,327,528
Homeownership rate, 2009–2013	91.4%	66.4%
Housing units in multi-unit structures, 2009–2013	0.0%	17.2%
Median value of owner-occupied housing units, 2009–2013	\$331,000	\$153,600
Households, 2009–2013	3,738	3,715,565
Persons per household, 2009–2013	2.77	2.53
Per capita income in the past 12 months (2013 dollars), 2009–2013	\$45,508	\$25,284
Median household income, 2009–2013	\$98,438	\$46,334
Persons below poverty level, percent, 2009–2013	4.5%	17.5%

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 of 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.

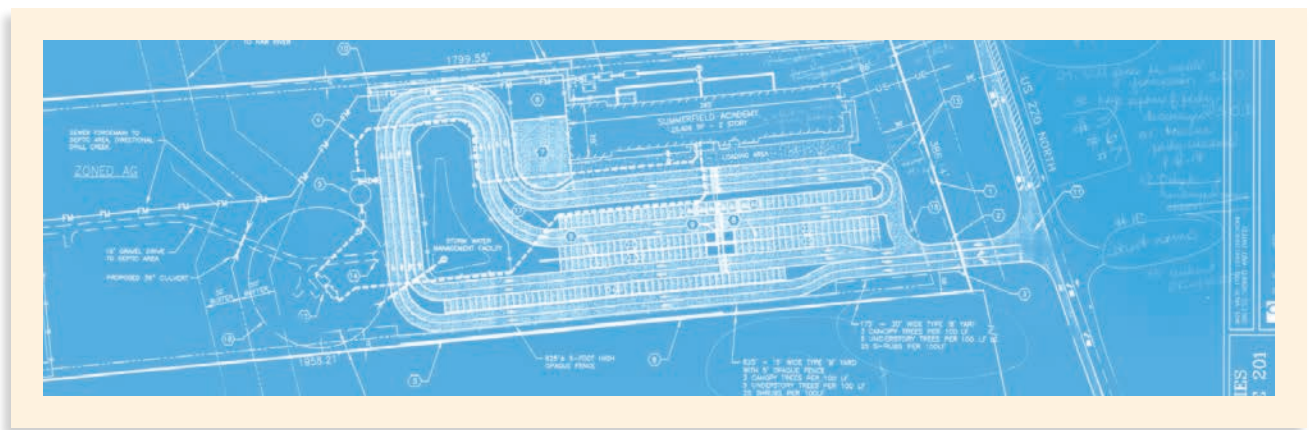
PLANNING includes zoning, subdivision, open space, and watershed review, along with code enforcement. Duties involve maintaining and improving town appearance and livability, promoting orderly growth and development, encouraging long-range planning, promoting land-use regulations to preserve Summerfield’s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

PARKS AND RECREATION has a mission of 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. A new weekend attendant is budgeted to be hired early in the fiscal year.

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 the US 220 and I-73 projects poised to 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.



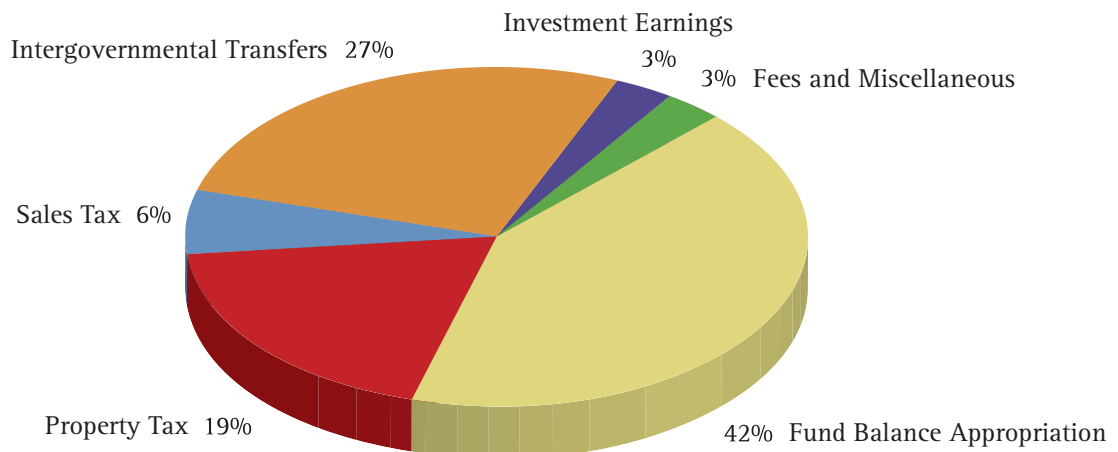
general fund revenues

REVENUES ARE THE FOUNDATION of any budget and Summerfield's departments are supported by the General Fund. These revenues come from property tax, sales tax, 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 five-year CDs resulting in considerable past investment income until those matured in 2012. Since that period of prosperity, the town investigated investment options and uses a diversified combination of money market and CDs (CDARS) accounts. The income has improved and these investments are revisited internally and by the Finance Committee and Town Council as needed. 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*.

	<u>Percent</u>
• Fund Balance Appropriation \$827,604	42%
• Intergovernmental Transfers529,500	27%
• Property Tax374,000	19%
• Sales Tax117,000	6%
• Investment Earnings57,000	3%
• Fees and Miscellaneous55,425	3%
<hr/>	
Total budget \$1,960,529	100%

FY2015-16 Projected Revenue





planned capital projects

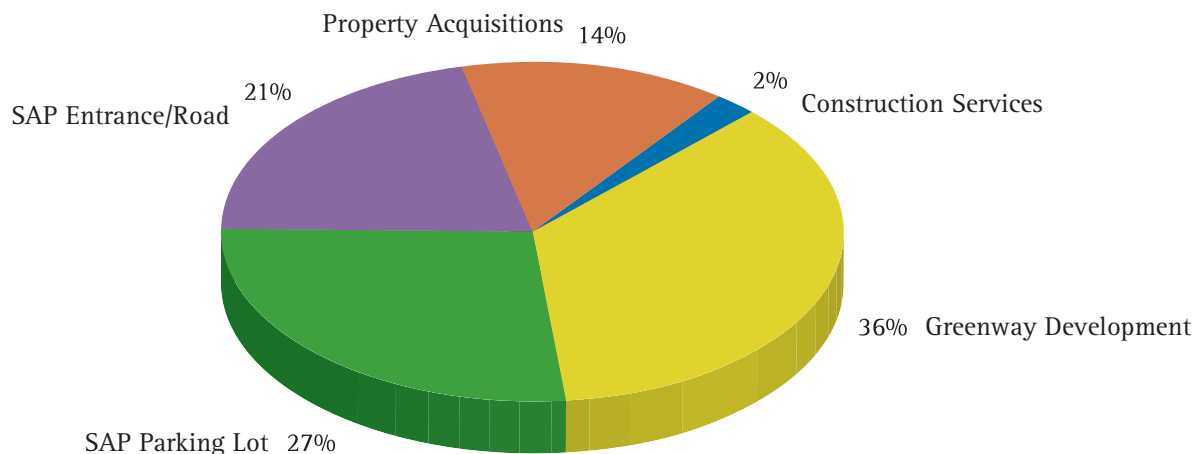
CAPITAL PROJECTS are discussed in more detail within the budget message, but the main items are carry-over, existing projects in various stages of development. These items correspond to first-year capital items identified within the CIP with trails and SAP improvements comprising this year’s primary focus areas.

FY2015–16 Planned Capital Projects

	<u>Amount</u>	<u>Percent</u>
• A&Y Greenway (South) development	\$325,000	36%
• SAP second entrance/road development190,000	21%
• Strategic property acquisitions125,000	14%
• Construction services15,000	2%
• SAP grounds equipment5,000	**
• Historical site road markers5,000	**
<hr/>		
Total capital projects	\$.915,000*	100%

* Reflects capital projects \$5000 and over.

** Less than 1% and not graphed.





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.

Comparison of Expenses per Department

	<u>Percent</u>	<u>FY2015-16</u>	<u>FY2014-15</u>	<u>Variance</u>
• Governing Body	2%	\$43,940	\$43,018	\$922
• Administration	16%	303,000	291,350	11,650
• Finance	4%	86,789	80,739	6,050
• Legal	3%	50,000	60,000	(10,000)
• Planning	9%	182,500	144,900	37,600
• Election Services	1%	10,000 ¹	0	10,000 ¹
• Property and Buildings	9%	171,200	78,000	93,200 ²
• Community Resources	51%	1,004,350	698,450	305,900 ²
• Community Services	5%	105,500	77,500	28,000
• Community Planning	—	3,250	2,650	600
Total budget	100%	\$1,960,529	\$1,476,607	\$483,922

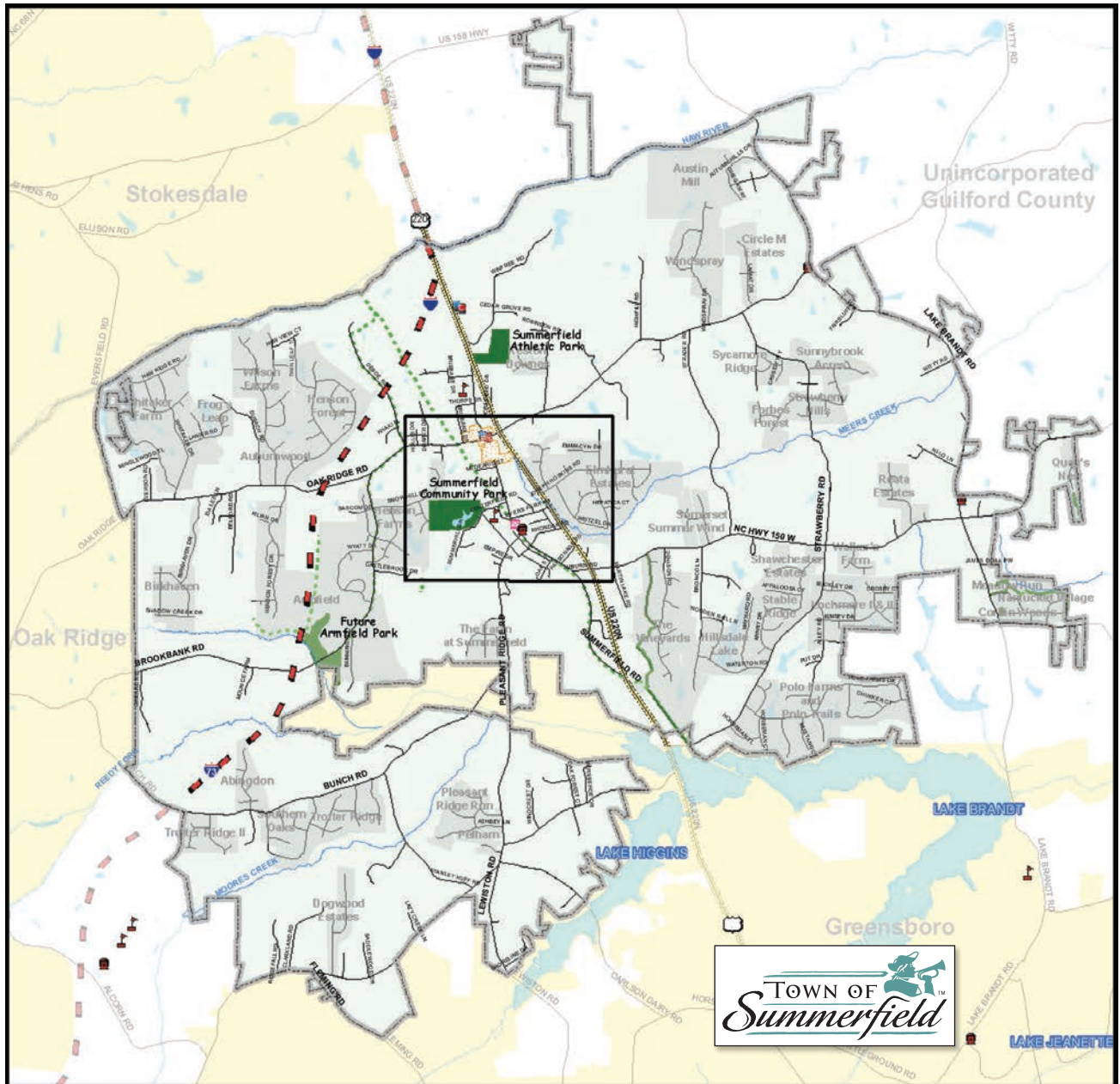
NOTES: 1 2015 is a major local election year.

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 99% underpins the proposed revenue estimate. This estimation is based on realized recent historical rates as provided by the county allowing a conservative margin. The 2014 collection rate was 99.81% and the 2015 rate through the end of April was 99.83%.
- 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 FY2014–15 was \$1,339,375,000 and for this year, that number has grown to \$1,374,753,000, an increase of 2.64%.
- 3) **State revenues:** Projected revenues are based on state allocations to local governments and are budgeted relatively in line with FY2014–15 levels. Based on March 2015 statistics (April figures are not yet available) from the North Carolina Department of Commerce, Guilford County’s unemployment rate has improved since 2014 with a 5.4% county rate compared to a 5.4% 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. Telecommunication sales taxes are falling flat and ABC distributions remain strong for Summerfield.
- 5) **Salaries:** Maximum potential merit increases (not cost-of-living adjustments) are budgeted for with an emphasis on better alignment of salaries with those of similar public sector positions in North Carolina. While Summerfield is certainly not a carbon-copy municipality, there is reliable state data for analysis. Two positions will involve new hires after the budget year begins and those will not have an increase in FY2015–16. The base potential merit increase proposed is 3% for those positions that are already well aligned with market rates, while two other positions have a proposed 5% potential increase following comparisons. Two final positions have adjustments of 8%; one of those is the Town Manager position that was determined following Town Council analysis. Appropriate additional hours are also projected and included for all non-exempt positions.
- 6) **Fringe benefits:** Health plans were not “shopped” this budget cycle. Only three full-time employees are currently enrolled in the town’s health insurance program. Summerfield’s premium costs are increasing approximately 3% 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 FY2015-16 budget

UPDATED TO REFLECT ADOPTED BUDGET

	Actual FY2013-14	Budgeted FY2014-15	To Date 5/14/15 FY2014-15	Proposed FY2015-16	Proposed vs. Current
General Fund Revenues					
1010000 · REVENUE					
1010100 · Tax Revenue					
1010115 · Property Taxes 2014	0.00	361,000.00	372,755.27	374,000.00	13,000.00
1010114 · Property Taxes 2013	476,393.56	0.00	1,830.73	0.00	0.00
1010113 · Property Taxes 2012	4,204.74	0.00	673.57	0.00	0.00
1010112 · Property Taxes 2011	1,289.03	0.00	450.94	0.00	0.00
1010111 · Property Taxes 2010	908.42	0.00	413.41	0.00	0.00
1010110 · Property Taxes 2009	1.37	0.00	39.44	0.00	0.00
1010109 · Property Taxes 2008	53.15	0.00	132.35	0.00	0.00
1010108 · Property Taxes 2007	148.31	0.00	27.14	0.00	0.00
1010106 · Property Taxes 2006	79.70	0.00	97.63	0.00	0.00
1010105 · Property Taxes 2005	76.10	0.00	58.23	0.00	0.00
1010101 · Property Taxes 2004	63.01	0.00	28.10	0.00	0.00
1010102 · 1% Local Gov't Sales Tax (39)	53,945.63	44,000.00	40,420.59	53,000.00	9,000.00
1010103 · 1/2% Suppl Local Sales Tax (40)	22,183.71	19,000.00	16,765.62	22,000.00	3,000.00
1010104 · 1/2% Add'l Local Sales Tax (42)	26,108.23	19,000.00	19,601.68	25,000.00	6,000.00
1010107 · Local Option Sales Tax (44)	-7.57	0.00	7.03	0.00	0.00
1010180 · City Hold Harmless Sales Tax	17,244.35	12,000.00	13,218.62	17,000.00	5,000.00
Total 1010100 · Tax Revenue	602,691.74	455,000.00	466,520.35	491,000.00	36,000.00
1010200 · Intergovernmental Revenue					
1010201 · Beer & Wine Tax	46,616.91	46,500.00	0.00	49,000.00	2,500.00
1010202 · Electric Power Franchise Tax	275,427.00	272,000.00	138,357.03	278,000.00	6,000.00
1010203 · ABC Distribution	73,225.72	72,000.00	68,422.88	80,000.00	8,000.00
1010204 · Cable Franchise	93,890.94	92,000.00	49,169.03	95,000.00	3,000.00
1010205 · Piped Natural Gas Excise Tax	8,699.00	8,000.00	1,539.97	5,000.00	-3,000.00
1010206 · Telecommunication Sales Tax	21,603.00	22,500.00	7,826.20	16,000.00	-6,500.00
1010207 · Solid Waste Disposal Tax	6,511.39	6,500.00	3,670.43	6,500.00	0.00
Total 1010200 · Intergovernmental Revenue	525,973.96	519,500.00	268,985.54	529,500.00	10,000.00
1010300 · Investment Earnings					
1010301 · Investment Earnings	15,524.92	25,000.00	44,331.63	57,000.00	32,000.00
Total 1010300 · Investment Earnings	15,524.92	25,000.00	44,331.63	57,000.00	32,000.00
1010400 · Fees & Misc Revenue					
1010401 · Planning Fees	16,395.70	19,000.00	9,560.00	17,000.00	-2,000.00
1010404 · Misc Revenue	909.10	300.00	727.40	500.00	200.00
Total 1010400 · Fees & Misc Revenue	17,304.80	19,300.00	10,287.40	17,500.00	-1,800.00
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	2,505.88	850.00	1,032.54	1,500.00	650.00
1010670 · SAP Rental Fees	26,410.00	29,000.00	21,017.50	32,000.00	3,000.00
1010650 · SAP Advertising	0.00	0.00	0.00	0.00	0.00
1010631 · SCP Park Rental Fees	470.00	700.00	415.00	600.00	-100.00
Total 1010630 · Parks & Rec Revenue	29,385.88	30,550.00	22,465.04	34,100.00	3,550.00
1010620 · Founders' Day Revenue					
1010628 · FD Food Vendor Revenue	0.00	0.00	0.00	0.00	0.00
1010627 · FD Misc Fees	301.00	150.00	0.00	200.00	50.00

	Actual FY2013–14	Budgeted FY2014–15	To Date 5/14/15 FY2014–15	Proposed FY2015–16	Proposed vs. Current
1010626 · FD Sponsors	1,100.00	2,000.00	2,400.00	2,000.00	0.00
1010625 · FD Food Vendor Booth Space	375.00	500.00	525.00	500.00	0.00
1010623 · FD Booth Space	1,145.00	1,200.00	1,475.00	1,100.00	-100.00
1010622 · FD Rides/Games	22.00	50.00	0.00	25.00	-25.00
Total 1010620 · Founders' Day Revenue	2,943.00	3,900.00	4,400.00	3,825.00	-75.00
1010601 · Parks & Rec Donations					
1010686 · Music in Park Event Donations	0.00	0.00	0.00	0.00	0.00
1010683 · Tree Lighting Event Donations	0.00	0.00	0.00	0.00	0.00
1010601 · Other P&R Donations	0.00	0.00	0.00	0.00	0.00
Total 1010601 · Parks & Rec Donations	0.00	0.00	0.00	0.00	0.00
1010605 · Founders' Day Donations	125.00	0.00	25.00	0.00	0.00
1010606 · Historical Committee Donations	387.00	0.00	100.00	0.00	0.00
1010610 · Donations - General Purpose	0.00	0.00	17.00	0.00	0.00
Total 1010600 · Donations & Program Revenue	32,840.88	34,450.00	27,007.04	37,925.00	3,475.00
1010700 · Transfer from Fund Balance					
1010701 · Transfer from Undesig Fund Balance	0.00	423,357.00	0.00	812,104.00	388,747.00
Total 1010700 · Transfer from Fund Balance	0.00	423,357.00	0.00	812,104.00	388,747.00
Total 1010000 · Revenue	1,194,336.30	1,476,607.00	817,131.96	<u>1,945,029.00</u>	468,422.00

	Actual FY2013–14	Budgeted FY2014–15	To Date 5/14/15 FY2014–15	Proposed FY2015–16	Proposed vs. Current
General Fund Expenditures					
2010000 · GOVERNING BODY					
2010100 · Gov Body Personnel					
2010101 · Workers Compensation	78.17	105.00	102.21	125.00	20.00
2010102 · Insurance & Bonding (Fidelity)	6,284.59	7,495.00	6,529.40	7,200.00	-295.00
2010105 · Town Council Stipends	15,000.00	15,000.00	12,500.00	15,000.00	0.00
2010106 · FICA on Town Council Stipends	1,147.51	1,750.00	956.25	1,150.00	-600.00
2010103 · Dues, Subscriptions, & Service Fees	14,231.00				
2010107 · NCLM Service Fee	0.00	10,200.00	10,176.00	11,500.00	1,300.00
2010108 · Pied Triad Region Council Dues	0.00	2,250.00	2,238.00	2,286.00	36.00
2010109 · School of Govt Foundation Dues	0.00	1,218.00	1,218.00	1,279.00	61.00
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	36,741.27	38,018.00	33,719.86	38,540.00	522.00
2010200 · Gov Body Oper Exp					
2010201 · Retreat	0.00	1,200.00	886.35	1,200.00	0.00
Total 2010200 · Gov Body Oper Exp	0.00	1,200.00	886.35	1,200.00	0.00
2010300 · Gov Body Services					
2010301 · Training/Education	950.00	1,400.00	600.00	1,400.00	0.00
2010302 · Per Diem & Travel	861.06	1,200.00	655.99	1,200.00	0.00
2010303 · Volunteer Appreciation	945.00	1,200.00	1,154.00	1,600.00	400.00
Total 2010300 · Gov Body Services	2,756.06	3,800.00	2,409.99	4,200.00	400.00
Total 2010000 · Governing Body	39,497.33	43,018.00	37,016.20	43,940.00	922.00
3010000 · ADMINISTRATION					
3010100 · Admin Personnel					
3010101 · Salaries & Wages	136,866.51	152,500.00	123,902.72	162,500.00	10,000.00
3010102 · FICA Contribution	10,068.01	11,700.00	9,494.23	12,500.00	800.00
3010103 · Unemployment Compensation	4,675.52	750.00	0.00	750.00	0.00
3010104 · Workers Compensation	271.66	550.00	534.59	600.00	50.00
3010105 · Health, Vision, Dental Insur	35,988.00	41,000.00	33,978.00	42,000.00	1,000.00
3010106 · Life Insurance	802.20	950.00	696.36	1,000.00	50.00
3010107 · Employee Retirement (Pension)	9,290.66	12,150.00	8,759.88	13,500.00	1,350.00
3010108 · Dues & Subscriptions	941.50	1,200.00	1,104.46	1,250.00	50.00
3010110 · Employee Retirement (401k)	3,694.75	4,600.00	3,717.07	4,900.00	300.00
Total 3010100 · Admin Personnel	202,598.81	225,400.00	182,187.31	239,000.00	13,600.00
3010200 · Admin Oper Exp					
3010201 · Office Supplies & Materials	4,915.86	4,000.00	3,684.20	5,000.00	1,000.00
3010202 · Copier Lease & Maint	2,485.43	2,500.00	1,863.00	2,500.00	0.00
3010203 · Telephone	2,409.71	3,000.00	2,323.30	3,200.00	200.00
3010204 · Postage	794.75	1,200.00	450.15	1,000.00	-200.00
3010205 · Furniture & Equipment	1,746.15	1,800.00	1,606.81	2,000.00	200.00
3010206 · Info Technology Exp	5,243.49	8,000.00	7,621.00	7,500.00	-500.00
3010207 · Internet Exp	2,554.80	3,200.00	2,740.24	3,200.00	0.00
3010208 · Town Meeting Refreshments	360.81	600.00	181.44	500.00	-100.00
3010209 · Insurance	7,686.13	9,000.00	6,871.10	8,500.00	-500.00
3010210 · Advertising	2,123.31	4,000.00	1,010.90	3,500.00	-500.00
3010211 · Records Storage	809.73	850.00	528.40	1,000.00	150.00

	Actual FY2013–14	Budgeted FY2014–15	To Date 5/14/15 FY2014–15	Proposed FY2015–16	Proposed vs. Current
3010212 · Admin Misc Exp	685.27	800.00	169.48	800.00	0.00
3010213 · Vehicle Maint	2,208.44	3,500.00	2,730.52	4,000.00	500.00
Total 3010200 · Admin Oper Exp	34,023.88	42,450.00	31,780.54	42,700.00	250.00
3010300 · Admin Services					
3010301 · Training/Education	1,390.00	2,000.00	1,075.00	1,700.00	-300.00
3010302 · Per Diem & Travel	3,975.39	3,800.00	2,611.50	4,000.00	200.00
3010303 · Town Newsletter	0.00	4,000.00	0.00	4,000.00	0.00
3010304 · Website Redesign	0.00	6,000.00	0.00	0.00	-6,000.00
3010305 · Branding	2,805.42	5,000.00	1,997.36	2,000.00	-3,000.00
Total 3010300 · Admin Services	8,170.81	20,800.00	5,683.86	11,700.00	-9,100.00
3010400 · Admin Capital Outlay					
3010404 · Computer Equip & Peripherals	10,603.24	12,800.00	11,129.00	4,000.00	-8,800.00
3010405 · Software	0.00	1,500.00	0.00	1,300.00	-200.00
3010406 · Furniture	0.00	0.00	0.00	3,000.00	3,000.00
3010407 · Audio Visual Equipment	0.00	1,400.00	1,296.87	1,300.00	-100.00
Total 3010400 · Admin Capital Outlay	10,603.24	15,700.00	12,425.87	9,600.00	-6,100.00
Total 3010000 · Administration	255,396.74	304,350.00	232,077.58	303,000.00	-1,350.00

4011000 · FINANCE

4011100 · Finance Personnel					
4011101 · Salaries & Wages	53,327.13	53,000.00	43,294.27	57,000.00	4,000.00
4011102 · FICA	3,902.59	4,100.00	3,312.02	4,500.00	400.00
4011103 · Unemployment	257.58	300.00	0.00	300.00	0.00
4011104 · Workers Comp Insurance	133.97	200.00	175.41	200.00	0.00
4011107 · Employee Retirement (Pension)	3,606.72	4,300.00	3,060.90	4,700.00	400.00
4011108 · Dues & Subscriptions	270.00	400.00	0.00	400.00	0.00
4011110 · Employee Retirement (401k)	0.00	1,600.00	1,298.83	1,800.00	200.00
Total 4011100 · Finance Personnel	61,497.99	63,900.00	51,141.43	68,900.00	5,000.00
4011300 · Finance Services					
4011301 · Audit	9,450.00	10,000.00	9,975.00	11,000.00	1,000.00
4011302 · Contract Accounting Services	0.00	0.00	0.00	0.00	0.00
4011303 · Insurance & Bonding (Fidelity)	474.04	600.00	396.44	600.00	0.00
4011304 · Tax Collection	2,639.00	2,639.00	2,639.00	2,639.00	0.00
4011305 · Misc Finance & Bank Charges	786.52	850.00	583.64	900.00	50.00
4011306 · Training/Education	1,190.00	1,750.00	500.00	1,750.00	0.00
4011307 · Per Diem & Travel	0.00	1,000.00	409.15	1,000.00	0.00
Total 4011300 · Finance Services	14,539.56	16,839.00	14,503.23	17,889.00	1,050.00
Total 4011000 · Finance	76,037.55	80,739.00	65,644.66	86,789.00	6,050.00

4012000 · LEGAL

4012300 · Legal Services					
4012301 · Contract Legal Services	45,930.91	60,000.00	19,584.00	50,000.00	-10,000.00
Total 4012300 · Legal Services	45,930.91	60,000.00	19,584.00	50,000.00	-10,000.00
Total 4012000 · Legal	45,930.91	60,000.00	19,584.00	50,000.00	-10,000.00

4013000 · PLANNING

4013100 · Planning Personnel					
4013101 · Salaries & Wages	11,647.51	59,000.00	49,157.64	64,000.00	5,000.00
4013102 · FICA Contribution	872.54	4,150.00	3,188.62	5,000.00	850.00
4013103 · Unemployment Compensation	6,862.66	9,400.00	9,100.01	500.00	-8,900.00

	Actual FY2013-14	Budgeted FY2014-15	To Date 5/14/15 FY2014-15	Proposed FY2015-16	Proposed vs. Current
4013104 · Worker's Compensation	241.94	650.00	442.76	1,200.00	550.00
4013105 · Health, Dental, Vision Insur	2,051.00	16,000.00	12,921.50	17,000.00	1,000.00
4013106 · Life Insurance	57.68	400.00	308.00	400.00	0.00
4013107 · Retirement (Pension)	850.28	4,900.00	3,475.45	5,300.00	400.00
4013108 · Dues & Subscriptions	4,055.00	5,000.00	4,975.00	5,100.00	100.00
4013110 · Retirement (401k)	88.63	2,100.00	1,746.90	2,000.00	-100.00
Total 4013100 · Planning Personnel	26,727.24	101,600.00	85,315.88	100,500.00	-1,100.00
4013200 · Planning Oper Exp					
4013201 · Office Supplies	620.99	1,100.00	437.44	1,200.00	100.00
4013203 · Equipment Maint	800.00	1,000.00	400.00	1,200.00	200.00
Total 4013200 · Planning Oper Exp	1,420.99	2,100.00	837.44	2,400.00	300.00
4013300 · Planning Services					
4013310 · Development Ordinance	24,100.00	800.00	400.00	800.00	0.00
4013301 · Training/Education	0.00	1,200.00	0.00	600.00	-600.00
4013302 · Per Diem & Travel	50.99	1,000.00	16.48	1,500.00	500.00
4013303 · Planning Services	50,212.81	5,000.00	0.00	35,000.00	30,000.00
4013305 · Zoning Enforcement	12,298.79	15,400.00	9,873.53	13,000.00	-2,400.00
4013306 · Lighting Regs Assessments	100.00	600.00	0.00	0.00	-600.00
4013308 · Town Engineer Contract	11,700.00	30,200.00	15,182.50	27,500.00	-2,700.00
Total 4013300 · Planning Services	98,462.59	54,200.00	25,472.51	78,400.00	24,200.00
4013400 · Planning Capital Outlay					
4013401 · Computer Equip & Peripherals	3,500.00	2,000.00	1,985.90	1,200.00	-800.00
Total 4013400 · Planning Capital Outlay	3,500.00	2,000.00	1,985.90	1,200.00	-800.00
Total 4013000 · Planning	130,110.82	159,900.00	113,611.73	182,500.00	22,600.00
4014000 · ELECTION SERVICES					
4014300 · Elections Services					
4014301 · Contract Election Service	6,971.88	0.00	0.00	10,000.00	10,000.00
Total 4014300 · Election Services	6,971.88	0.00	0.00	10,000.00	10,000.00
5010000 · PROPERTY & BUILDINGS					
5010200 · Property/Bldgs Oper Exp					
5010201 · Repairs, Maint, & Contracts	3,546.15	8,000.00	7,244.45	8,000.00	0.00
5010202 · Office Cleaning	2,391.48	2,700.00	2,142.37	3,700.00	1,000.00
5010203 · Landscaping	6,135.61	10,000.00	8,210.00	12,000.00	2,000.00
5010204 · Heating & Utility Supplies	4,028.41	4,800.00	4,121.71	5,500.00	700.00
5010206 · Rental of SFD Community Center	1,560.00	2,500.00	660.00	2,000.00	-500.00
Total 5010200 · Property/Bldgs Oper Exp	17,661.65	28,000.00	22,378.53	31,200.00	3,200.00
5010400 · Property/Bldgs Capital Outlay					
5010402 · Construction Services	32,116.51	10,000.00	7,035.29	15,000.00	5,000.00
5010403 · Facilities Land Acquis/Improvemts	411,364.59	40,000.00	34,954.97	125,000.00	85,000.00
Total 5010400 · Property/Bldgs Capital Outlay	443,481.10	50,000.00	41,990.26	140,000.00	90,000.00
Total 5010000 · Property & Buildings	461,142.75	78,000.00	64,368.79	171,200.00	93,200.00
6010000 · COMMUNITY RESOURCES					
6011500 · Parks & Rec Committee					
6011530 · Parks & Rec Committee Services					
6011310 · Parks & Rec Programs					
6011381 · Fishing Derby	1,192.05	1,000.00	0.00	1,200.00	200.00
6011383 · Christmas Tree Lighting	1,594.48	4,300.00	4,246.49	3,800.00	-500.00

	Actual FY2013–14	Budgeted FY2014–15	To Date 5/14/15 FY2014–15	Proposed FY2015–16	Proposed vs. Current
6011384 · Touch-a-Truck	0.00	450.00	272.67	900.00	450.00
6011386 · Movies in the Park	0.00	0.00	0.00	0.00	0.00
6011388 · Partnership Events	347.67	500.00	361.05	900.00	400.00
6011389 · Music in the Park	3,710.24	5,000.00	2,907.67	6,000.00	1,000.00
6011390 · Trail Events	0.00	0.00	0.00	0.00	0.00
6011391 · Events in the Park	0.00	1,000.00	0.00	1,000.00	0.00
Total 6011310 · Parks & Rec Programs	6,844.44	12,250.00	7,787.88	13,800.00	1,550.00
Total 6011530 · Parks & Rec Committee Services	6,844.44	12,250.00	7,787.88	13,800.00	1,550.00
Total 6011500 · Parks & Rec Committee	6,844.44	12,250.00	7,787.88	13,800.00	1,550.00
6011000 · Parks & Rec Dept					
6011100 · P&R Personnel					
6011101 · Salaries & Wages	55,922.71	64,630.00	51,685.75	81,000.00	16,370.00
6011102 · FICA Contributions	4,227.44	4,970.00	3,956.71	6,200.00	1,230.00
6011103 · Unemployment Compensation	274.89	400.00	0.00	700.00	300.00
6011104 · Workers' Comp	766.87	2,000.00	1,989.78	2,800.00	800.00
6011105 · Health, Dental, Vision Ins	0.00	0.00	0.00	0.00	0.00
6011106 · Life Insurance	292.32	350.00	252.56	350.00	0.00
6011107 · Retirement (Pension)	3,473.52	4,150.00	3,034.81	4,800.00	650.00
6011108 · Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00
6011110 · Retirement (401k)	1,473.91	1,600.00	1,287.76	1,800.00	200.00
Total 6011100 · P&R Personnel	66,431.66	78,100.00	62,207.37	97,650.00	19,550.00
6011200 · P&R Oper Exp					
6011201 · SFD Elementary Track	0.00	0.00	0.00	0.00	0.00
6011208 · Trail Maint	0.00	0.00	0.00	0.00	0.00
6011250 · SCP Oper Exp					
6011202 · SCP Landscape Maint	16,352.50	21,750.00	14,140.50	24,000.00	2,250.00
6011203 · SCP Janitorial Services	2,676.00	0.00	0.00	0.00	0.00
6011205 · SCP Maint & Contracts	8,744.80	13,000.00	7,396.64	15,000.00	2,000.00
6011206 · SCP Tools & Supplies	1,407.68	3,000.00	1,260.73	2,000.00	-1,000.00
6011207 · SCP Trail Maint	0.00	1,500.00	64.32	1,500.00	0.00
Total 6011250 · SCP Oper Exp	29,180.98	39,250.00	22,862.19	42,500.00	3,250.00
6011270 · SAP Oper Exp					
6011271 · SAP Maint & Contracts	33,463.09	35,000.00	22,590.58	37,000.00	2,000.00
6011272 · SAP Tools & Supplies	2,562.17	3,000.00	1,851.19	3,000.00	0.00
6011273 · SAP Landscape Maint	22,114.61	22,500.00	14,205.50	24,000.00	1,500.00
6011274 · SAP Janitorial Services	2,425.00	0.00	0.00	0.00	0.00
6011275 · SAP Field Maint	8,440.90	7,200.00	5,676.20	10,000.00	2,800.00
Total 6011270 · SAP Oper Exp	69,005.77	67,700.00	44,323.47	74,000.00	6,300.00
Total 6011200 · P&R Oper Exp	98,186.75	106,950.00	67,185.66	116,500.00	9,550.00
6011300 · P&R Services					
6011301 · Training/Education	29.95	500.00	0.00	300.00	-200.00
6011302 · Per Diem & Travel	0.00	500.00	0.00	300.00	-200.00
Total 6011300 · P&R Services	29.95	1,000.00	0.00	600.00	-400.00
6011400 · P&R Capital Outlay					
6011404 · Trail Development	0.00	227,000.00	0.00	325,000.00	98,000.00
6011411 · Grounds Equipment	5,000.00	5,500.00	5,272.65	5,000.00	-500.00
6011412 · SAP Field House Repairs	15,756.58	0.00	0.00	0.00	0.00
6011413 · SAP Entrance Development	0.00	135,000.00	8,097.48	190,000.00	55,000.00
6011414 · SAP Grounds Improvement	4,023.30	102,500.00	6,548.83	250,000.00	147,500.00
Total 6011400 · P&R Capital Outlay	24,779.88	470,000.00	19,918.96	770,000.00	300,000.00
Total 6011000 · Parks & Rec Dept	189,428.24	656,050.00	149,311.99	984,750.00	328,700.00

	Actual FY2013-14	Budgeted FY2014-15	To Date 5/14/15 FY2014-15	Proposed FY2015-16	Proposed vs. Current
6013000 · Historical Committee					
6013300 · Historical Comm Services					
6013302 · Per Diem & Travel	0.00	200.00	0.00	200.00	0.00
6013303 · Town Hall Rotating Exhibits	0.00	500.00	0.00	400.00	-100.00
6013304 · Special Events	162.45	250.00	136.58	200.00	-50.00
6013305 · Town History Project	0.00	1,200.00	49.06	0.00	-1,200.00
6013306 · Historic District Property Markers	459.50	0.00	0.00	0.00	0.00
Total 6013300 · Historical Comm Services	621.95	2,150.00	185.64	800.00	-1,350.00
6013400 · Hist Committee Capital Outlay					
6013404 · Historic District Pole Banners	3,742.00	0.00	0.00	0.00	0.00
6013405 · Historical Site Projects	0.00	0.00	0.00	5,000.00	5,000.00
Total 6013400 · Hist Comm Capital Outlay	3,742.00	0.00	0.00	5,000.00	5,000.00
Total 6013000 · Historical Committee	4,363.95	2,150.00	185.64	5,800.00	3,650.00
Total 6010000 · Community Resources	200,636.63	670,450.00	157,285.51	1,004,350.00	333,900.00

7010000 · COMMUNITY SERVICES

7011000 · Public Safety Committee					
7011200 · Public Safety Oper Exp					
7011201 · Community Project	1,800.00	1,800.00	1,800.00	1,800.00	0.00
Total 7011200 · Public Safety Oper Exp	1,800.00	1,800.00	1,800.00	1,800.00	0.00
7011300 · Public Safety Services					
7011301 · Training/Education	0.00	750.00	0.00	750.00	0.00
7011302 · Per Diem & Travel	0.00	250.00	0.00	250.00	0.00
7011303 · Animal Control/Shelter	24,717.00	25,500.00	24,609.00	27,000.00	1,500.00
7011305 · Fire Inspections	1,693.25	3,500.00	2,772.75	4,000.00	500.00
7011306 · Senior Program	11,861.00	12,000.00	4,927.00	12,500.00	500.00
7011307 · Municipal Equip & Generator	635.00	1,700.00	630.50	1,700.00	0.00
7011308 · Emerg Shelter/Preparedness	0.00	1,000.00	565.70	1,000.00	0.00
7011310 · Water & Fire Protection Study	0.00	0.00	0.00	9,500.00	9,500.00
Total 7011300 · Public Safety Services	38,906.25	44,700.00	33,504.95	56,700.00	12,000.00
Total 7011000 · Public Safety Committee	40,706.25	46,500.00	35,304.95	58,500.00	12,000.00
7012000 · Founders' Day Committee					
7012300 · Founders' Day Services					
7012303 · Special Event Founders' Day	23,969.14	30,000.00	6,042.40	30,000.00	0.00
Total 7012300 · Founders' Day Services	23,969.14	30,000.00	6,042.40	30,000.00	0.00
Total 7012000 · Founders' Day Committee	23,969.14	30,000.00	6,042.40	30,000.00	0.00
7013000 · Trails & Open Space Committee					
7013300 · Trails & Open Space Services					
7013303 · Trails & Opens Space Exp	0.00	1,000.00	458.04	1,500.00	500.00
Total 7013300 · Trails & Open Space Committee	0.00	1,000.00	458.04	1,500.00	500.00
Total 7013000 · Trails & Open Space Committee	0.00	1,000.00	458.04	1,500.00	500.00
Total 7010000 · Community Services	64,675.39	77,500.00	41,805.39	90,000.00	12,500.00

8010000 · COMMUNITY PLANNING

8011000 · Zoning Board					
8011100 · Zoning Board Personnel					
8011101 · Memberships & Dues	400.00	400.00	400.00	400.00	0.00
Total 8011100 · Zoning Board Personnel	400.00	400.00	400.00	400.00	0.00
8011300 · Zoning Board Services					
8011301 · Training/Education	39.60	750.00	0.00	850.00	100.00
8011302 · Per Diem & Travel	0.00	300.00	0.00	500.00	200.00

	Actual FY2013-14	Budgeted FY2014-15	To Date 5/14/15 FY2014-15	Proposed FY2015-16	Proposed vs. Current
8011303 · Planning Library	34.00	150.00	0.00	150.00	0.00
8011304 · Planning Advisory Service	795.00	0.00	0.00	0.00	0.00
Total 8011300 · Zoning Board Services	868.60	1,200.00	0.00	1,500.00	300.00
Total 8011000 · Zoning Board	1,268.60	1,600.00	400.00	1,900.00	300.00
8012000 · Board of Adjustment					
8012300 · BOA Services					
8012301 · Training/Education	0.00	750.00	0.00	850.00	100.00
8012302 · Per Diem & Travel	0.00	300.00	0.00	500.00	200.00
Total 8012300 · BOA Services	0.00	1,050.00	0.00	1,350.00	300.00
Total 8012000 · Board of Adjustment	0.00	1,050.00	0.00	1,350.00	300.00
8013000 · Thoroughfare Committee					
8013300 · Thoroughfare Comm Services					
8013303 · Kimley-Horn Contract	0.00	0.00	0.00	0.00	0.00
Total 8013300 · Thoroughfare Comm Services	0.00	0.00	0.00	0.00	0.00
Total 8013000 · Thoroughfare Committee	0.00	0.00	0.00	0.00	0.00
Total 8010000 · Community Planning	1,268.60	2,650.00	400.00	3,250.00	600.00
Total Expenditures	1,281,668.60	1,476,607.00	731,793.86	1,945,029.00	468,422.00

TOTAL BUDGET: \$1,945,029.00

fee schedule



FEE SCHEDULE



SCHEDULE NAME: **COMPREHENSIVE FEE SCHEDULE**

SCHEDULE #: SCH-2015-001

ORIGINAL ADOPTION DATE: 6-9-15

ORIGINAL EFFECTIVE DATE: 7-1-15

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



FEE SCHEDULE



PLANNING FEES

Planning and Zoning Board Application Fees

~ rezoning residential (single lot).....	\$500
~ rezoning residential (subdivision).....	\$850 + \$10 per acre
~ rezoning non-residential.....	\$1000 + \$20 per acre
~ conditional use district rezoning.....	\$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.....	\$400
~ special use permit.....	\$850 + \$20 per acre
~ appeal of Zoning Administrator decision.....	\$400

Site Plan Review Fees

~ single family detached.....	(see development permit)
~ multi-family residential.....	\$400 + \$40 per dwelling unit
~ non-residential.....	\$800 + \$40 per building
~ planned area development.....	\$1750 + \$50 per acre

Development Permit Fees

~ new single family home.....	\$75
~ addition or alteration to existing single family.....	\$50
~ multi-family/non-residential.....	\$100 per building
~ change in use.....	\$50 per lot
~ any development within floodplain.....	\$400
~ stream classification study.....	up to \$500
~ watershed/stormwater/floodplain or other engineering.....	\$150 per hour



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.....\$750
 - ~ additional lots (including new residential parent lot)..... \$75 per lot
 - final subdivision plat review fee.....\$500
 - ~ additional lots (including new residential parent lot)..... \$25 per lot
- ~ major subdivision/multi-family and non-residential plan review:
 - preliminary subdivision plat review base fee.....\$1250
 - ~ additional fee for each lot, including new residual parent lot \$75 per lot
 - final subdivision plat review fee.....\$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
- ~ watershed/stormwater/floodplain or other engineering\$150 per hour
- ~ stream classification studyup to \$500

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.



FEE SCHEDULE



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

TOWN OF SUMMERFIELD
Fiscal Year 2015-16 Budget Ordinance

ordinance

UPDATED TO REFLECT ADOPTED BUDGET

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, 2015, and ending June 30, 2016.

SECTION 1 – General Fund

General Fund Revenues:

Revenue Type	Amount
Property Taxes-2015	374,000.00
Sales Tax	117,000.00
ABC Distribution	80,000.00
Beer and Wine Tax	49,000.00
Cable Franchise	95,000.00
Excise Tax on Piped Natural Gas	5,000.00
Franchise Tax on Electric Power	278,000.00
Sales Tax on Telecommunication	16,000.00
Solid Waste Disposal Tax	6,500.00
Investment Earnings	57,000.00
Miscellaneous Revenue Planning Fees	500.00
Program Revenues-Parks & Rec	17,000.00
Program Revenues-Founders' Day	34,100.00
Program Revenues-Founders' Day	3,825.00
Fund Balance Appropriation	812,104.00
	\$1,945,029.00

General Fund Expenditures:

Governing Body

Governing Body Personnel	38,540.00
Governing Body Oper. Expenses	1,200.00
Governing Body Services	4,200.00
<i>Governing Body Total</i>	43,940.00

Administration

Administration Personnel	239,000.00
Administration Oper. Expenses	42,700.00
Administration Services	11,700.00
Administration Capital Outlay	9,600.00
<i>Administration Total</i>	303,000.00

Finance

Finance-Personnel	68,900.00
<i>Finance Personnel Total</i>	68,900.00

Professional Services

Finance-Services	17,889.00
Legal-Services	50,000.00
Election Services	10,000.00
<i>Professional Services Total</i>	77,889.00

Planning Services	Planning Services-Personnel	100,500.00
	Planning Services-Operating Exp	2,400.00
	Planning Services-Services	78,400.00
	Planning Services-Cap. Outlay	1,200.00
	<i>Planning Services Total</i>	<u>182,500.00</u>
Public Property/Buildings	Public Prop/Build-Oper. Expense	31,200.00
	Public Prop/Build-Cap Outlay	140,000.00
	<i>Public Property/Buildings Total</i>	<u>171,200.00</u>
Community Resources	Parks and Rec Programs	13,800.00
	<i>Parks and Rec Programs Total</i>	<u>13,800.00</u>
	Parks and Rec Department-Personnel	97,650.00
	Parks and Rec Department-Operating	116,500.00
	Parks and Rec Department-Services	600.00
	Parks and Rec Department-Capital Outlay	770,000.00
	<i>Parks and Rec Department Total</i>	<u>984,750.00</u>
	Historical Committee-Services	800.00
	Historical Committee-Capital Outlay	5,000.00
	<i>Historical Committee Total</i>	<u>5,800.00</u>
	<i>Community Resources Total</i>	1,004,350.00
Community Services	Public Safety Committee-Operating Exp	1,800.00
	Public Safety Committee-Services	56,700.00
	Public Safety Committee-Capital Outlay	-
	<i>Public Safety Committee Total</i>	<u>58,500.00</u>
	Founders' Day Committee-Services	30,000.00
	<i>Founders' Day Committee Total</i>	<u>30,000.00</u>
	Trails & Open Space Committee-Services	1,500.00
	<i>Trails & Open Space Committee Total</i>	<u>1,500.00</u>
	<i>Community Services Total</i>	90,000.00
Community Planning	Zoning Board-Personnel	400.00
	Zoning Board-Services	1,500.00
	<i>Zoning Board Total</i>	<u>1,900.00</u>
	Board of Adjustment-Services	1,350.00
	<i>Board of Adjustment Total</i>	<u>1,350.00</u>
	<i>Community Planning Total</i>	<u>3,250.00</u>
	Grand Total	\$1,945,029.00

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 2015, is hereby levied and established as the official tax rate for the Town of Summerfield for Fiscal Year 2015-2016. The rate is based upon a total projected valuation of \$1,374,752,990. 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” marked to go into effect July 1, 2015, consolidates and replaces all town fee schedules and rates as identified within the Fiscal Year 2014-2015 budget ordinance. The new 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 2015-2016. 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 _____, 2015

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