



Public hearing/action re: FY2017-18 budget

Attachment(s): budget document; also available electronically on town website

MEETING DATE: JUNE 13, 2017

STAFF COMMENTS / RECOMMENDATION:

The budget process has followed the adopted budget calendar and the proposed full budget document was distributed to Council and made publicly available 5/23. It is available electronically on the town website, a review copy in on hand at town hall, and copies are available for nominal copy costs.

No Council changes were directed at the 5/23 presentation meeting. Following the public hearing, Council will have an opportunity to discuss and take action on the budget as presented. Adoption of the budget as presented would include all components: the detailed budget, budget ordinance, and fee schedule.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



Summerfield Community Park's new amphitheater cover. Music and movies are a warm-weather amenity for a growing community.

FY2017-18 Annual Operating Budget & Budget Ordinance

(as presented June 13, 2017)

presented for consideration and adoption June 13, 2017


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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 23, 2017

to: Honorable Mayor Mark Brown
Mayor Pro-tem Dena Barnes
Council Member Mike Adams

Council Member Dianne Laughlin
Council Member John O'Day
Council Member Reece Walker

re: FY2017-18 Budget Message

Honorable Council:

THIS FY2017-18 BUDGET WAS DEVELOPED following an adopted budget calendar that presented an early (April 13) line-item draft to allow Council and citizens an extended review period and multiple feedback opportunities prior to a planned June budget adoption. In March, Council continued its practice of using a strategic planning retreat that afforded a dedicated time to discuss priorities and guide budget development. It has become a critical part of leadership's commitment to thinking and acting strategically about Summerfield's future and continuing growth.

Recap of Current-Year Priorities

Budget goals for the current year have been to: 1) develop a town center master plan for our historic crossroads of Oak Ridge Road and Summerfield Road; 2) make architectural and renovation progress with the Gordon Building and Martin House; 3) progress with the design and engineering phase of the A&Y Greenway; 4) construct the northern SAP parking lot; 5) complete the Summerfield Athletic Park (SAP) entrance road started the previous year; 6) construct the Summerfield Community Park (SCP) amphitheater cover; 7) adopt a revised Unified Development Ordinance (UDO) rewrite; 8) construct town signage at three locations; and, 9) hire additional staffing for the Planning Department.

Martin House improvements are on-going and have included demolition, flooring and access enhancements, and well progress. Electrical wiring is expected to be completed in June. Regarding the crossroads master plan

and architectural and renovation progress, qualified vendors have been vetted and approved and contracts are being negotiated for these exciting projects. The chosen firms will be collaborating and work is expected to formally begin on both projects in June. The goal is to knit the town's historical assets together and fully develop this gateway area as a working, historical focal point and attractive junction of two scenic corridors.

Design and engineering of the A&Y Greenway continues. The project slowed considerably as the alignment needed to be changed in the area of the US-220 pedestrian tunnel and watershed areas. The purchase of the Vandergrift property also resulted in an additional segment near SCP. The contractor's work is back underway and is expected to be completed in late summer or autumn. Exciting mid-year news was that NCDOT had allocated a future \$3,429,000 toward construction of the project!

The SAP second entrance/road was completed and was recently opened to the public. Park users now have a second access and will be able to cross the divided highway once US-220 widening is complete. Also at SAP, the northern parking lot has been designed, a low bidder identified, and a contract is expected to be approved in June with a construction start date in July. This important project will provide much-needed parking for users.

With planning staff changes and an enormous amount of time and resources spent exploring a contentious component of the current draft called Planned Development, a revised UDO has not been completed; however, the town has a clear path forward. An ad-hoc UDO Review Committee is being formed to provide input about the draft UDO's substantive issues and to shape a final product that is more congruent with the Comprehensive Plan. Revisiting other ordinances, policies, and procedures is an on-going process.

Town signage planned for three locations has not been completed, although progress has been made. One location is near the crossroads involved in the master plan and ideally the design of all three should be cohesive with or at least complementary to design components within the resulting plan. This project remains in the budget.

Recruitment of Planning Department staff has been completed. The positions of Planning Director and Planner were both filled with customer-oriented, professional staff. A welcomed degree of needed margin to handle both long-term and daily planning needs is being realized and the department is in able hands.

One project priority from Council's March retreat was to create a gravel driveway and parking lot on the Vandergrift tract. This enhancement will provide additional event parking for the amphitheater area at SCP and will also serve as a trailhead lot for the upcoming A&Y Greenway and put users closer to park restrooms. Funds are available within the current budget and construction should be complete by June 30.

Another important project is the water feasibility study being done in partnership with Guilford County and the towns of Oak Ridge and Stokesdale. A qualified engineering firm has been identified and contract negotiations are almost complete with anticipated approval in June. The expectation is for each agency's portion of the study to be paid directly from recently-approved state funding, so the study is not currently budgeted. If a reimbursement process is ultimately required, this draft or the adopted budget will be adjusted accordingly.

Upcoming Goals and Priorities

The annual retreat typically involves review of the vision statement, discussion of progress toward current-year goals, and review of the Comprehensive Plan and its common objective areas. It's an opportunity to think strategically about town departments through the lens of a limited-services government and a time to consider capital improvements with consideration of community values. Example discussion topics are staffing, facilities, the impact of growth, development, and challenges. Participants brainstorm and finish with consensus building to identify upcoming goals, strategies of accomplishing them, and needed actions.

Some of the goals resulting from the March retreat were continuing projects in various stages of development, while others have been on the CIP projects list and were anticipated for FY2017–18. Additional budget input has resulted in the following revised priorities (not in priority order):

- Construct northern SAP parking lot;
- Complete design and engineering of the A&Y Greenway (South);
- Construct town signs at key scenic corridor junctions;
- Master plan Oak Ridge Road and Summerfield Road intersection area;
- Complete architectural plans for Gordon Building and begin construction;
- Complete architectural plans for Martin House restroom(s) and continue renovations;
- Adopt UDO with input from new UDO Review Committee; and,
- Distribute quarterly issues of town newsletter.

Comprehensive Plan

The attractiveness of Summerfield’s pastoral setting, four-season climate, highly-rated schools, location to Greensboro services, low taxes, and overall quality of life have resulted in a 60% population growth since 2000. New growth-related issues continue to present themselves, such as: two game-changing, major road projects and increased local traffic; more development; declines in wooded acreage and open space; concerns about sufficient water supplies and fire protection; and, the need for more recreation land.

The 2010 Comprehensive Plan’s strategic priorities are infused throughout the budget and the plan encourages appropriate use of revenue, staff, and time during implementation. The 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 |

Executive Summary

As Summerfield’s town manager, statutory budget officer, and assistant finance officer, I propose a FY2017–18 budget of \$2,484,066.00. This budget is \$868,281.00 higher than the current year’s amended budget of \$1,615,785.00, which is largely a result of investment in planned capital project and not operational costs. Fee schedules that were consolidated and updated last year have also been further tweaked in the planning and parks and recreation sections.

As presented, the tax rate remains at 2.75 cents per \$100 of property valuation (\$1,511,185,393). Given the reserves and lack of debt, I recommend funding the difference between total expenditures and revenue projections by appropriating \$1,284,516.00 from the fund balance. Citizens sometimes question the sustainability of appropriating a sizeable portion of fund balance in order to balance the budget, but this isn’t a long-term strategy. The short-term approach is to fund several capital projects using existing fund balance; afterward the balance between revenues and expenditures will be better aligned and no debt incurred. Reserves are estimated to be about \$7,600,000 at the end of FY2016–17 and Summerfield’s financial health remains strong. Investment earning potential is reasonable given statutory restrictions and a safety-biased investment

policy; returns are holding steady. The budget will fund identified citizen desires and needs without requiring new debt service.

Departmental Budgets

This budget highlights the divisions' revenues and expenditures in full detail elsewhere, but following are proposed departmental totals (rounded) for FY2017-18:

	<u>Operating Costs</u>	<u>Capital Costs</u>
• Governing Body	\$45,028	\$45,028
• Administration	342,750	11,000
• Finance	68,180	0
• Professional Services	70,658	0
• Planning	282,850	0
• Property and Buildings	608,900	575,000
• Community Resources	980,350	700,600
• Community Services	82,700	0
• Community Planning	2,650	0
Totals \$2,484,066 \$1,197,466 \$1,286,600		

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 our state. I recommend adoption of this balanced \$2,484,066.00 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 all stakeholders, especially Council and staff. Finance Officer Dee Hall's financial expertise and attention to detail are assets to our community.

This proposed budget is consistent 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 need to manage growth and provide the right services and quality-of-life amenities.

The defined priorities and FY2017-18 budget keep Summerfield tracking on a positive trajectory. Current elected leadership and staff strive to follow the Comprehensive Plan, as challenging as that can be with a citizenry that at times has competing values, needs, and desires. Citizens will continue to be engaged, issues will be debated, and I promise to administer Council’s directives professionally as Summerfield matures as a young-20’s town.

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
TUE/Jan. 10	—	—	<i>(Manager)</i>	<ul style="list-style-type: none"> • Town Council receipt of draft budget calendar.
THU/Jan. 12	—	—	<i>(Clerk)</i> <i>(Clerk)</i>	<ul style="list-style-type: none"> • Post/notice draft calendar, including town website. • Forward draft calendar to committees, external organizations.
THU/Feb. 16	6:30pm	SF First Baptist	<i>(Mayor)</i> <i>(Council)</i>	<ul style="list-style-type: none"> • Regular monthly Town Council meeting. • Budget calendar adoption.
FRI/Feb. 17	—	—	<i>(Clerk)</i> <i>(Fin. Officer)</i> <i>(Manager)</i>	<ul style="list-style-type: none"> • Post/notice/distribute adopted calendar internally/externally. • Forward budget worksheets to staff, committee chairs. • Staff meeting to discuss calendar, expectations.
FRI–SAT/ Feb. 24–25	4:30pm 9:00am	Bistro 150: The Oak Ridge Rm.	<i>(Facilitator and Manager)</i>	<ul style="list-style-type: none"> • While not a specific budget meeting, the Town Council retreat will include discussion of anticipated priorities and serve as a starting point for budget development.
TUE/Mar. 14	6:30pm	Comm. Center	<i>(Mayor)</i> —	<ul style="list-style-type: none"> • Regular monthly Town Council meeting. • Budget-related public comments (priorities focus) following brief review of any initial outcomes from Council retreat.¹
MON/Mar. 20	7:00pm	Town Hall	<i>(Chair)</i> —	<ul style="list-style-type: none"> • Finance Committee meeting/discussion (priorities focus). • Budget-related public comments.
TUE/Mar. 21	6:30pm	Town Hall	<i>(Council)</i> —	<ul style="list-style-type: none"> • Special called Town Council meeting for planning session. • Budget-related public comments.¹
<u>THU/Mar. 23</u>	noon	—	<i>(Fin. Officer)</i>	<ul style="list-style-type: none"> • <u>Deadline for all budget worksheets, budget requests, and capital project requests to Town Manager.</u>
TUE/Apr. 11	6:30pm	Comm. Center	<i>(Mayor)</i> —	<ul style="list-style-type: none"> • Regular monthly Town Council meeting. • Budget-related public comments.¹
<u>THU/Apr. 13</u>	—	—	<i>(Manager)</i>	<ul style="list-style-type: none"> • <u>Initial line-item budget draft available</u> highlighting key features or fiscal policy changes.
MON/Apr. 17	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.
beginning MON/Apr.24	—	—	<i>(Manager and Fin. Officer)</i>	<ul style="list-style-type: none"> • Work on adjustments, budget message, and communications; communicate with staff, committees, external agencies, and Town Council about any significant changes.



DATE	TIME	LOCATION	LEAD	EVENT OR BUDGET ACTION
TUE/May 9	6:30pm	Comm. Center	(Mayor) —	<ul style="list-style-type: none"> • Regular monthly Town Council meeting. • Budget-related public comment session.¹
WED/May 10	—	—	(Clerk)	<ul style="list-style-type: none"> • Advertise and post/notice of May 23 budget presentation and June 13 public hearing and potential adoption.
WED-FRI/ May 10-12	—	—	(Manager and Fin. Officer)	<ul style="list-style-type: none"> • Work on adjustments, budget message, and communications; communicate with staff, committees, external agencies, and Town Council about any significant changes.
MON-THU/ May 15-18	—	—	(Manager)	<ul style="list-style-type: none"> • Communicate individually with commissioners about any budget concerns.
<u>TUE/May 23</u>	6:30pm	Comm. Center	(Manager) — (Clerk)	<ul style="list-style-type: none"> • <u>Special called Town Council meeting to present final draft budget publicly.</u> • Budget-related public comments.¹ • Make final draft budget available at Town Hall, post to town website, forward to local media with Manager statement that it is available for public inspection.
<u>TUE/June 13</u>	6:30pm 7:00pm	Comm. Center	(Mayor) (Mayor)	<ul style="list-style-type: none"> • <u>Budget public hearing.</u>² • Regular monthly Town Council meeting that will include <u>budget consideration and anticipated ordinance adoption</u> specifying estimated revenues, expenses, and property tax rate.
WED/June 14	—	—	(Manager)	<ul style="list-style-type: none"> • Communicate with local media absent from hearing that budget passed (as needed).
FRI/June 16	—	—	(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.
SAT/July 1	—	—	—	<ul style="list-style-type: none"> • FY2017-18 budget goes into effect.

NOTES: • Dates, times, and venues are subject to change—check www.summerfieldgov.com for updates

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



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 11,243 residents as of July 1, 2015 (more than the following U.S Census Bureau estimate of 10,861), which is a 60.2% increase since 2000’s reporting of 7,018. Much of that growth happened in the early- to mid-2000s, fell sharply following 2008’s economic crisis, 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 demographics data, the area continues to have very 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, safe, and attractive surroundings.

Demographics

BUSINESS QUICKFACTS

	<u>Summerfield</u>	<u>North Carolina</u>
All firms, 2012	882	805,985
Men-owned firms, 2012	495	435,677
Women-owned firms, 2012	259	287,058
Minority-owned firms, 2012	89	183,380
Non-minority-owned firms, 2012	754	603,182
Veteran-owned firms, 2012	110	86,571
Non-veteran-owned firms, 2012	715	684,743
Manufacturers shipments, 2012 (\$1000)	D	202,344,646
Merchant wholesaler sales, 2012 (\$1000)	D	105,275,586
Retail sales, 2012 (\$1000)	48,362	120,691,007
Retail sales per capita, 2012	\$4,612	\$12,376
Accommodation and food services sales, 2012 (\$1000)	14,812	18,622,258

PEOPLE QUICKFACTS

	<u>Summerfield</u>	<u>North Carolina</u>
Population, 2015 (estimate as of July 1)	10,861	10,042,802
Population, 2014 (estimate as of July 1)	10,753	9,943,964
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%	6.0% (2015)
Persons under age 18, 2010	28.9%	22.8% (2015)
Persons age 65 and over, 2010	9.5%	15.1% (2015)
Females, 2010	49.8%	51.3% (2015)
White alone, 2010(a)	89.9%	71.2% (2015)
Black or African American alone, 2010(a)	4.4%	22.1% (2015)
American Indian and Alaska Native alone, 2010(a)	0.4%	1.6% (2015)
Asian alone, 2010(a)	2.2%	2.8% (2015)
Native Hawaiian and other Pacific Islander alone, 2010(a)	Z	0.1% (2015)
Two or more races, 2010	1.5%	2.1% (2015)
Hispanic or Latino origin, 2010(b)	4.3%	9.1% (2015)
White alone, not Hispanic or Latino, 2010	87.4%	63.8% (2015)
Living in same house 1 year and over, 2011–2015	94.8%	84.7%
Foreign born persons, 2011–2015	5.3%	7.7%
Language other than English spoken at home, age 5+, 2011–2015	5.9%	11.2%
High school graduate or higher, age 25+, 2011–2015	95.5%	85.8%
Bachelor's degree or higher, age 25+, 2011–2015	52.6%	28.4%
Veterans, 2011–2015	691	696,119
Mean travel time to work (minutes), workers age 16+, 2011–2015	26.4	23.9
Housing units, 2015	—	4,490,948
Owner-occupied housing unit rate, 2011–2015	89.1%	65.1%
Median value of owner-occupied housing units, 2011–2015	\$340,600	\$154,900
Households, 2011–2015	3,800	3,775,581
Persons per household, 2011–2015	2.79	2.54
Per capita income in the past 12 months (2015 dollars), 2011–2015	\$46,636	\$25,920
Median household income, 2011–2015	\$105,547	\$46,868
Persons below poverty level, percent	2.0%	16.4%

GEOGRAPHY QUICKFACTS

	<u>Summerfield</u>	<u>North Carolina</u>
Land area in square miles, 2010	26.56	48,617.91
Persons per square mile, 2015 (using 10,861 population instead of 11,243)	409	207

(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.

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 Mark Brown (2017), Mayor Pro-tem Dena Barnes (2019), and Council Members Mike Adams (2017), Dianne Laughlin (2017), John O'Day (2019), and Reece Walker (2019). 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 Manager Scott Whitaker, 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 volunteer committees, adjoining governing bodies, and other local, state, and federal government agencies.

The clerk is responsible for adherence to statutory requirements as the official town recordkeeper and 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 Dee Hall is also charged with management responsibility of the investment program.

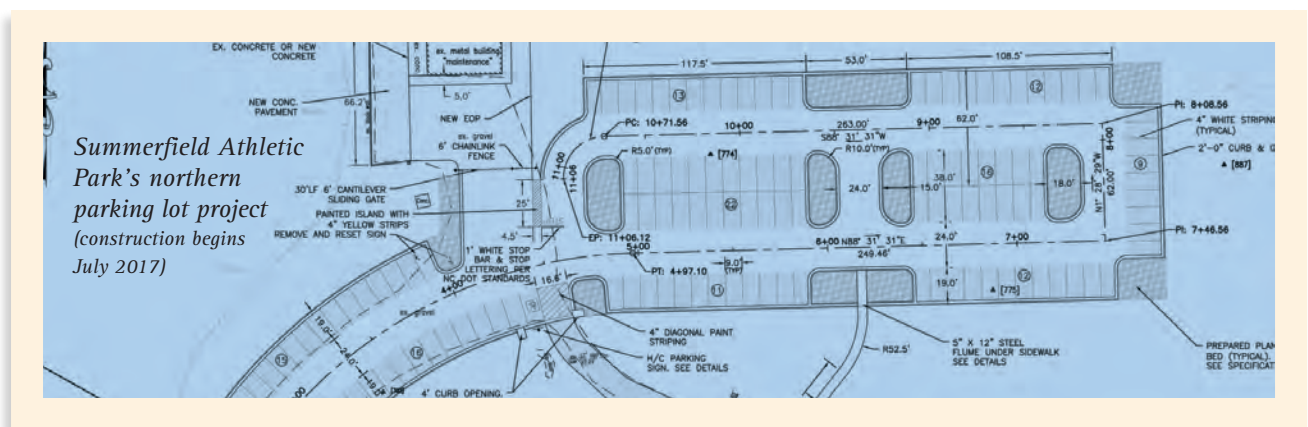
PLANNING includes zoning, subdivision, open space, and watershed review, along with code enforcement. Duties involve maintaining and improving town appearance and livability, promoting orderly growth and development, encouraging long-range planning, promoting land-use regulations to preserve town character, and providing technical support to the Zoning Board and Board of Adjustment. Planning Director Carrie Spencer and Planner Sean Taylor handle long-range and short-range planning needs while contracted Code Enforcement Officer Danny Eudy addresses code enforcement complaints and concerns.

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.

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: *(seeking a new firm for upcoming audit)*
- engineering: *(currently seeking a new firm)*
- 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 citizen engagement and boards and committees are key forums for direct decision-making, advising, and creating quality-of-life improvements that support the town's vision and policies. In addition to committee service, 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 following are currently activated.

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.

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.

TRAILS AND OPEN SPACE COMMITTEE: Helps develop and shape greenways, trails, and open space for recreational opportunities and connection to neighborhoods and amenities. Provides representation for citizens and addresses related policy areas within the Comprehensive Plan. The A&Y Greenway and diminishing open space are focus areas as major highway changes are altering 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 Council for final approval.

UDO REVIEW COMMITTEE: Charged with reviewing the current Unified Development Ordinance (UDO) draft's substantive issues to shape a final draft that is more congruent with the current Comprehensive Plan. This new ad hoc committee will be advisory to the Zoning Board. Stakeholders will discuss growth issues that affect development, review the UDO for those issues, and ultimately report to the Zoning Board.





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 the following 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

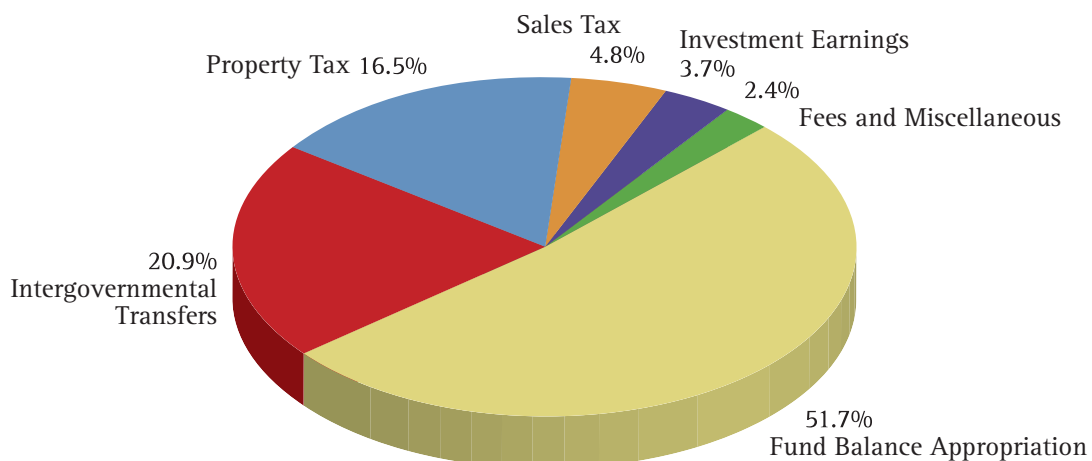
REVENUES ARE THE FOUNDATION of any budget and Summerfield's departments are supported by the General Fund. These revenues come from property tax, sales tax, intergovernmental transfers, fees, interest income, grants, donations, and fund balance allocations. Revenue forecasts are subject to factors beyond 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 staggered CDs (CDARS) accounts. The income has improved and these investments are revisited 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 . . .\$1,284,516	51.7%
• Intergovernmental Transfers519,700	20.9%
• Property Tax411,000	16.5%
• Sales Tax118,250	4.8%
• Investment Earnings92,000	3.7%
• Fees and Miscellaneous58,600	2.4%
<hr/>	
Total budget \$2,484,066	100%

FY2017–18 Projected Revenue





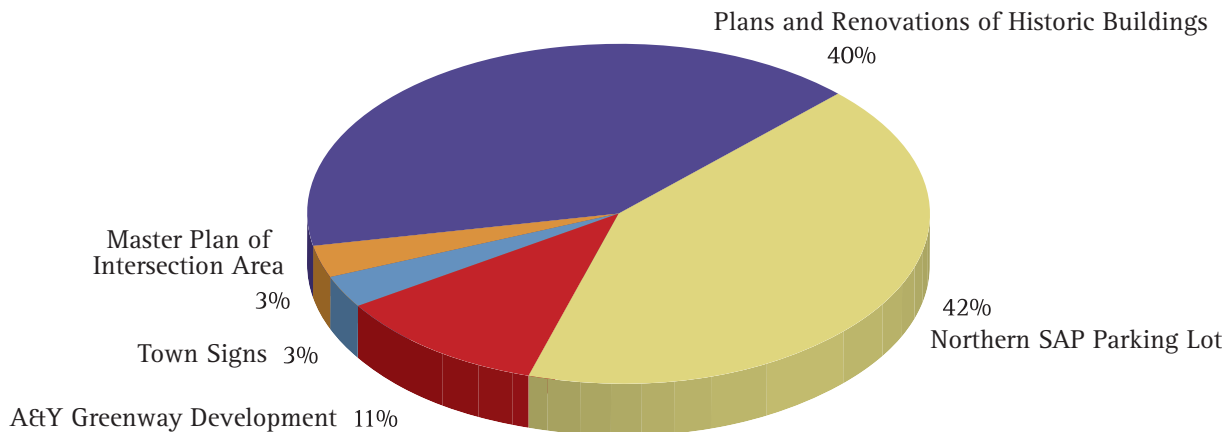
capital projects and larger expenses

CAPITAL PROJECTS and larger expenses reflect town priorities as described in the budget message. These are often in various stages of development that cross fiscal years. Some items are larger expenses that aren't necessarily capitalized and the following identifies all significant proposed expenditures.

Capital Projects and Larger Expenses

	<u>Amount</u>	<u>Percent</u>
• Construct northern SAP parking lot	\$540,000	42%
• Complete design and engineering of the A&Y Greenway (South)	150,000	11%
• Construct town signs at key scenic corridor junctions	40,000	3%
• Master plan Oak Ridge Road and Summerfield Road intersection area	45,000	3%
• Complete architectural plans for Gordon Building, begin construction, and complete plans for Martin House restroom(s), continue renovations	515,000	40%
• Adopt UDO with input from new UDO Review Committee	5,000	**
• Distribute quarterly issues of town newsletter	8,000	**
• Election services	7,500	**
Total capital projects and larger expenses	\$1,310,500*	100%

*Reflects expenses \$5000 and up. **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).

Capital investments are obviously a major priority of the upcoming budget cycle. The following chart has been expanded this year to provide additional perspective in relation to last year’s budgeting.

Comparison of Expenses per Department

	<u>Proposed FY17-18</u>		<u>Adopted FY16-17</u>			<u>Amended FY16-17¹</u>		
	<u>Percent</u>	<u>Amount</u>	<u>Amount</u>	<u>Variance</u>		<u>Amount</u>	<u>Variance</u>	
• Governing Body	1.7%	\$45,028	\$44,877	\$151	0.3%	\$44,877	\$151	0.3%
• Administration ³	13.3%	342,750	311,950	30,800	9.9%	330,500	12,250	3.7%
• Finance	2.6%	68,180	65,500	2,680	4.1%	65,500	2,680	4.1%
• Professional Services ²	2.7%	70,658	67,808	2,850	4.2%	67,808	2,850	4.2%
• Planning	11.0%	282,850	281,350	1,500	0.5%	281,350	1,500	0.5%
• Property & Buildings ³	23.7%	608,900	295,900	313,000	105.8%	180,900	428,000	236.6%
• Community Resources ³	41.7%	980,350	1,191,200	(210,850)	-17.7%	555,200	425,150	76.6%
• Community Services	3.2%	82,700	86,500	(3,800)	-4.4%	86,500	(3,800)	-4.4%
• Community Planning	0.1%	2,650	3,150	(500)	-15.9%	3,150	(500)	-15.9%
Totals	100%	\$2,484,066	\$2,348,235	\$135,831	5.8%	\$1,615,785¹	\$868,281	53.7%

NOTES: 1 The FY2016-17 budget was last amended May 2017 and this section reflects budget totals as amended.

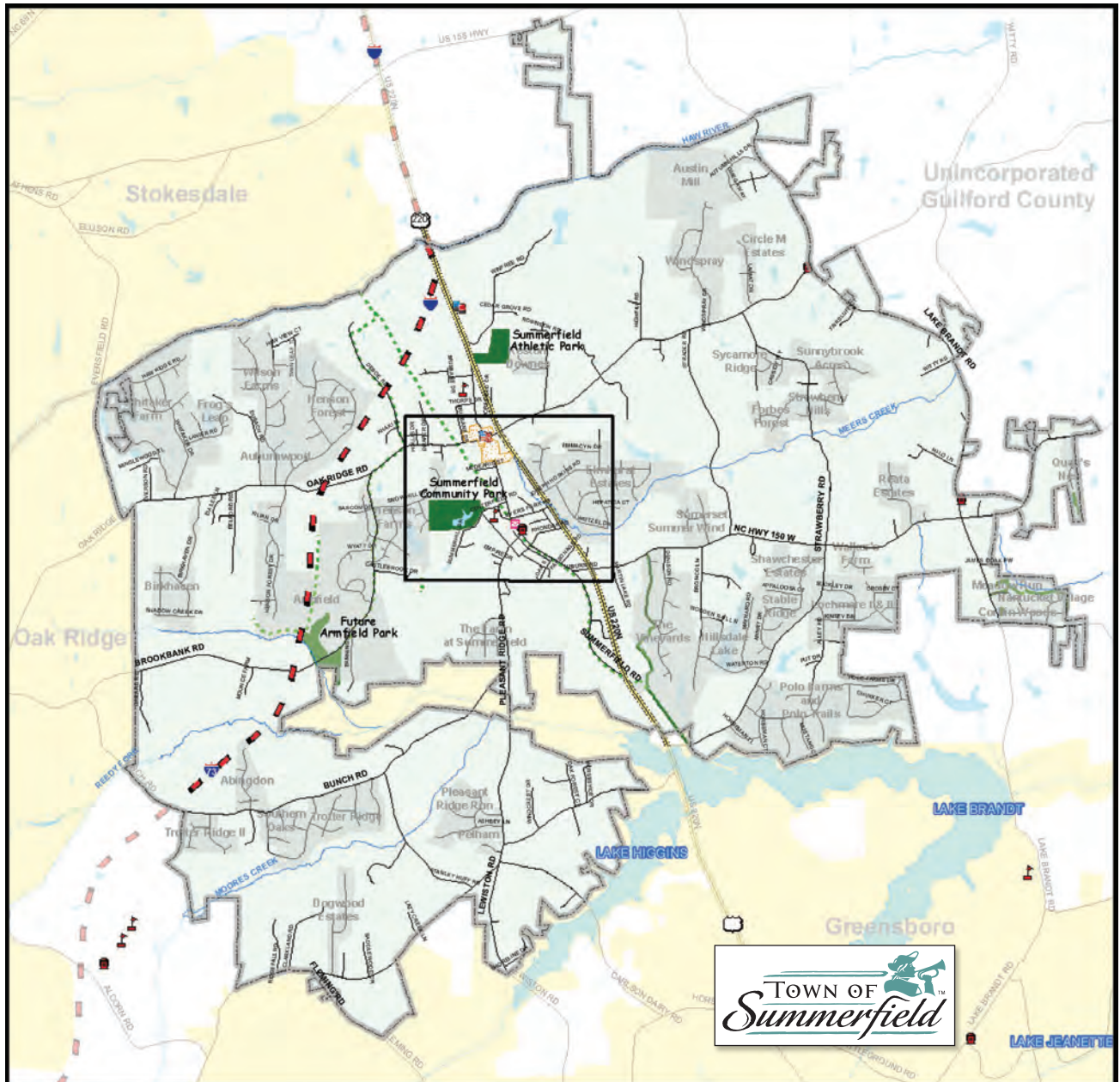
2 Professional Services includes Finance Services, Legal Services, and Election Services (there will be a 2017 election).

3 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 2016 collection rate was 99.85% and the 2017 rate through the end of April was 99.87%.
- 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 FY2016–17 was \$1,409,058,516 and for this year, that number has grown to \$1,511,185,393, an increase of 6.75%.
- 3) **State revenues:** Projected revenues are based on state allocations to local governments and are budgeted relatively in line with FY2015–16 levels. Based on March 2016 statistics from the North Carolina Department of Commerce, Guilford County’s unemployment rate has improved since 2016 with a 4.9% county rate compared to a 4.9% state rate (both not seasonally adjusted). Revenue expectations related to sales tax and planning are not expected to increase significantly.
- 4) **Local revenues:** North Carolina has changed its method of distributing the Electric Power Franchise Tax, Cable Franchise Tax, Piped Natural Gas Excise Tax, and Telecommunications Sales Tax. Starting in the current FY2016–17 budget year and going forward, those four revenue line items are combined into Utilities Franchise Tax. This revenue has decreased due to reduced telephone landlines and an increase in internet streaming over cable. ABC distributions remain strong for Summerfield.
- 5) **Salaries:** Recruitment and retention of well-trained staff is both a Council and Manager priority and keeping salaries aligned with those of similar public sector positions in North Carolina is important. Reliable data allows analysis of market compensation and salaries are currently well aligned. Maximum potential merit increases (not cost-of-living adjustments) are budgeted at 3.5% across all departments and some additional hours are included for all non-exempt positions. A 2%–3% longevity increase is also included for employees with milestone anniversaries. The budget includes converting one part-time, seasonal position in Parks and Recreation to a part-time position that includes partial benefits.
- 6) **Fringe benefits:** BlueCross BlueShield became the new healthcare provider last year. The change afforded considerable savings over MedCost, although MedCost remains as the dental and vision provider. Four full-time employees are expected to be enrolled in the health insurance program and five will receive full-time benefits. Two additional benefits have been added—orthodontics at a total annual cost of \$246 and short-term disability at a total annual cost of \$720.
- 7) **Travel and Training:** Combined travel and education allowances were adjusted for each department, committee, or board last year. No significant overall changes are proposed this year.

Summerfield map



detailed FY2017-18 budget

	Actual FY2015-16	Amended FY2016-17	To Date 5/16/17 FY2016-17	Proposed FY2017-18	Proposed vs. Current
General Fund Revenues					
1010000 · REVENUE					
1010100 · Tax Revenue					
1010117 · Property Taxes 2016		384,000.00	388,761.03	411,000.00	27,000.00
1010116 · Property Taxes 2015	385,683.78	0.00	975.87	0.00	0.00
1010115 · Property Taxes 2014	876.81	0.00	115.38	0.00	0.00
1010114 · Property Taxes 2013	449.44	0.00	78.17	0.00	0.00
1010113 · Property Taxes 2012	267.61	0.00	44.25	0.00	0.00
1010112 · Property Taxes 2011	258.41	0.00	60.80	0.00	0.00
1010111 · Property Taxes 2010	125.92	0.00	13.16	0.00	0.00
1010110 · Property Taxes 2009	27.83	0.00	8.00	0.00	0.00
1010109 · Property Taxes 2008	154.09	0.00	10.44	0.00	0.00
1010108 · Property Taxes 2007	55.53	0.00	12.85	0.00	0.00
1010106 · Property Taxes 2006	97.06	0.00	0.00	0.00	0.00
1010105 · Property Taxes 2005	0.00	0.00	0.88	0.00	0.00
1010101 · Property Taxes 2004	0.00	0.00	0.00	0.00	0.00
1010102 · 1% Local Gov't Sales Tax (39)	50,111.61	52,000.00	39,544.27	52,000.00	0.00
1010103 · 1/2% Suppl Local Sales Tax (40)	21,226.17	21,500.00	16,360.63	22,500.00	1,000.00
1010104 · 1/2% Add'l Local Sales Tax (42)	24,317.30	24,750.00	19,189.46	25,750.00	1,000.00
1010107 · Local Option Sales Tax (44)	13.68	0.00	19.12	0.00	0.00
1010180 · City Hold Harmless Sales Tax	17,081.63	17,000.00	13,399.01	18,000.00	1,000.00
Total 1010100 · Tax Revenue	500,746.87	499,250.00	478,593.32	529,250.00	30,000.00
1010200 · Intergovernmental Revenue					
1010201 · Beer & Wine Tax	48,683.34	51,000.00	0.00	50,000.00	(1,000.00)
1010202 · Utilities Franchise Tax	325,636.17	290,000.00	199,914.70	395,000.00	105,000.00
1010203 · ABC Distribution	64,192.59	73,000.00	52,392.34	67,000.00	(6,000.00)
1010204 · Cable Franchise Tax	69,216.21	89,000.00	0.00	0.00	(89,000.00)
1010205 · Piped Natural Gas Excise Tax	34,292.15	32,000.00	0.00	0.00	(32,000.00)
1010206 · Telecommunication Sales Tax	11,447.86	14,500.00	0.00	0.00	(14,500.00)
1010207 · Solid Waste Disposal Tax	7,172.92	7,000.00	5,747.34	7,700.00	700.00
Total 1010200 · Intergovernmental Revenue	560,641.24	556,500.00	258,054.38	519,700.00	(36,800.00)
1010300 · Investment Earnings					
1010301 · Investment Earnings	93,058.14	93,000.00	77,506.51	92,000.00	(1,000.00)
Total 1010300 · Investment Earnings	93,058.14	93,000.00	77,506.51	92,000.00	(1,000.00)

	Actual FY2015-16	Amended FY2016-17	To Date 5/16/17 FY2016-17	Proposed FY2017-18	Proposed vs. Current
1010400 · Fees & Misc Revenue					
1010401 · Planning Fees	21,451.40	18,000.00	16,665.10	17,500.00	<i>(500.00)</i>
1010404 · Misc Revenue	9,615.81	300.00	669.66	500.00	<i>200.00</i>
Total 1010400 · Fees & Misc Revenue	31,067.21	18,300.00	17,334.76	18,000.00	<i>(300.00)</i>
1010500 · Grants & Intergov Transfers					
1010504 · Misc Grants	0.00	0.00	0.00	0.00	<i>0.00</i>
Total 1010500 · Grants & Intergov Transfers	0.00	0.00	0.00	0.00	<i>0.00</i>
1010600 · Donations & Program Revenue					
1010630 · Parks & Rec Revenue					
1010631 · SCP Park Rental Fees	975.00	500.00	935.00	1,000.00	<i>500.00</i>
1010660 · SAP Concessions	3,443.43	2,500.00	2,172.89	3,300.00	<i>800.00</i>
1010670 · SAP Rental Fees	35,725.00	31,500.00	22,490.00	33,000.00	<i>1,500.00</i>
Total 1010630 · Parks & Rec Revenue	40,143.43	34,500.00	25,597.89	37,300.00	<i>2,800.00</i>
1010620 · Founders' Day Revenue					
1010623 · FD Booth Space	415.00	600.00	435.00	500.00	<i>(100.00)</i>
1010625 · FD Food Vendor Booth Space	150.00	200.00	175.00	150.00	<i>(50.00)</i>
1010626 · FD Sponsors	5,200.00	1,800.00	2,650.00	2,500.00	<i>700.00</i>
1010627 · FD Misc Revenue	0.00	150.00	246.00	150.00	<i>0.00</i>
Total 1010620 · Founders' Day Revenue	5,765.00	2,750.00	3,506.00	3,300.00	<i>550.00</i>
1010601 · Parks & Rec Donations					
1010686 · Music in Park Event Donations	0.00	0.00	0.00	0.00	<i>0.00</i>
1010683 · Tree Lighting Event Donations	0.00	0.00	500.00	0.00	<i>0.00</i>
1010601 · Other P&R Donations	0.00	0.00	0.00	0.00	<i>0.00</i>
Total 1010601 · Parks & Rec Donations	0.00	0.00	500.00	0.00	<i>0.00</i>
1010605 · Founders' Day Donations					
1010680 · Donated Property	23,680.00	0.00	0.00	0.00	<i>0.00</i>
1010606 · Historical Committee Donations	0.00	0.00	0.00	0.00	<i>0.00</i>
1010610 · Donations - General Purpose	2.00	0.00	0.00	0.00	<i>0.00</i>
Total 1010600 · Donations & Program Revenue	69,590.43	37,250.00	29,603.89	40,600.00	<i>3,350.00</i>
1010700 · Transfer from Fund Balance					
1010701 · Transfer from Undesig Fund Balance	0.00	411,485.00	0.00	1,284,516.00	<i>873,031.00</i>
Total 1010700 · Transfer from Fund Balance	0.00	411,485.00	0.00	1,284,516.00	<i>873,031.00</i>
Total 1010000 · Revenue	1,255,103.89	1,615,785.00	861,092.86	2,484,066.00	868,281.00

Actual FY2015-16	Amended FY2016-17	To Date 5/16/17 FY2016-17	Proposed FY2017-18	Proposed vs. Current
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General Fund Expenditures

2010000 · GOVERNING BODY

2010100 · Gov Body Personnel					
2010101 · Workers Compensation	92.97	125.00	86.28	92.00	(33.00)
2010102 · Insurance & Bonding (Fidelity)	7,341.30	7,500.00	7,450.49	7,500.00	0.00
2010105 · Council Stipends	15,000.00	15,000.00	12,500.00	15,000.00	0.00
2010106 · FICA on Council Stipends	1,147.50	1,150.00	860.62	1,148.00	(2.00)
2010107 · NCLM Service Fee	10,642.00	11,300.00	11,106.00	11,200.00	(100.00)
2010108 · Pied Triad Region Council Dues	2,286.00	2,324.00	2,324.00	2,361.00	37.00
2010109 · School of Govt Foundation Dues	1,279.00	1,328.00	1,328.00	1,377.00	49.00
Total 2010100 · Gov Body Personnel	37,788.77	38,727.00	35,655.39	38,678.00	(49.00)
2010200 · Gov Body Operating					
2010201 · Retreat & Local Officials' Meetings	503.30	1,950.00	605.60	1,900.00	(50.00)
Total 2010200 · Gov Body Oper	503.30	1,950.00	605.60	1,900.00	(50.00)
2010300 · Gov Body Services					
2010301 · Training/Education	1,100.00	1,500.00	600.00	1,500.00	0.00
2010302 · Per Diem & Travel	717.81	1,200.00	378.66	1,200.00	0.00
2010303 · Volunteer Appreciation	1,404.00	1,500.00	1,440.00	1,500.00	0.00
2010304 · Council Misc	0.00	0.00	0.00	250.00	250.00
Total 2010300 · Gov Body Services	3,221.81	4,200.00	2,418.66	4,450.00	250.00
Total 2010000 · Governing Body	41,513.88	44,877.00	38,679.65	45,028.00	151.00

3010000 · ADMINISTRATION

3010100 · Admin Personnel					
3010101 · Salaries & Wages	160,732.75	176,000.00	145,194.61	182,000.00	6,000.00
3010102 · FICA Contribution	12,139.35	13,500.00	12,685.41	14,200.00	700.00
3010103 · Unemployment Compensation	168.94	650.00	0.00	0.00	(650.00)
3010104 · Workers Compensation	514.74	650.00	477.31	600.00	(50.00)
3010105 · Health, Vision, Dental Insur	38,181.00	36,750.00	33,501.18	44,000.00	7,250.00
3010106 · Life Insurance	813.12	1,000.00	839.16	1,000.00	0.00
3010107 · Employee Retirement (Pension)	9,660.09	13,300.00	11,432.62	13,750.00	450.00
3010108 · Dues & Subscriptions	1,108.88	1,400.00	1,318.96	1,500.00	100.00
3010110 · Employee Retirement (401k)	4,344.79	5,300.00	4,763.30	5,600.00	300.00
Total 3010100 · Admin Personnel	227,663.66	248,550.00	210,212.55	262,650.00	14,100.00
3010200 · Admin Operating					
3010201 · Office Supplies & Materials	3,240.62	5,000.00	2,505.41	4,200.00	(800.00)
3010202 · Copier Lease & Maint	1,905.83	2,300.00	1,380.27	2,000.00	(300.00)
3010203 · Telephone	2,844.57	3,200.00	2,565.62	3,200.00	0.00
3010204 · Postage	866.65	1,000.00	599.00	1,400.00	400.00
3010205 · Furniture & Equipment	1,131.93	2,000.00	89.99	2,000.00	0.00
3010206 · Info Technology	10,636.80	13,000.00	8,141.73	13,000.00	0.00
3010207 · Internet	3,308.66	3,400.00	3,281.34	4,000.00	600.00
3010208 · Town Meeting Refreshments	462.82	500.00	344.00	500.00	0.00
3010209 · Insurance	7,296.06	8,500.00	7,244.24	7,900.00	(600.00)
3010210 · Advertising	1,742.96	3,000.00	2,407.88	3,000.00	0.00
3010211 · Records Storage	752.63	900.00	626.66	800.00	(100.00)
3010212 · Admin Misc	617.12	12,000.00	2,910.11	6,000.00	(6,000.00)
3010213 · Vehicle Maint	2,610.74	3,000.00	1,154.58	3,000.00	0.00
Total 3010200 · Admin Operating	37,417.39	57,800.00	33,250.83	51,000.00	(6,800.00)

	Actual FY2015-16	Amended FY2016-17	To Date 5/16/17 FY2016-17	Proposed FY2017-18	Proposed vs. Current
3010300 · Admin Services					
3010301 · Training/Education	1,620.00	2,650.00	2,165.00	3,500.00	850.00
3010302 · Per Diem & Travel	4,399.87	4,500.00	3,024.46	5,000.00	500.00
3010303 · Town Newsletter	0.00	4,000.00	0.00	8,000.00	4,000.00
3010304 · Website Redesign	4,895.00	0.00	0.00	0.00	0.00
3010305 · Branding	866.59	2,000.00	808.57	1,600.00	(400.00)
Total 3010300 · Admin Services	11,781.46	13,150.00	5,998.03	18,100.00	4,950.00
3010400 · Admin Capital Outlay					
3010404 · Computer Equip & Peripherals	978.37	6,000.00	2,530.00	6,500.00	500.00
3010405 · Software	0.00	1,500.00	0.00	0.00	(1,500.00)
3010406 · Furniture	4,053.75	3,000.00	0.00	3,000.00	0.00
3010407 · Audio Visual Equipment	1,469.45	500.00	227.50	1,500.00	1,000.00
Total 3010400 · Admin Capital Outlay	6,501.57	11,000.00	2,757.50	11,000.00	0.00
Total 3010000 · Administration	283,364.08	330,500.00	252,218.91	342,750.00	12,250.00
4011000 · FINANCE					
4011100 · Finance Personnel					
4011101 · Salaries & Wages	57,214.34	55,000.00	44,061.25	55,000.00	0.00
4011102 · FICA	4,724.67	4,200.00	3,016.23	4,200.00	0.00
4011103 · Unemployment	55.38	300.00	0.00	0.00	(300.00)
4011104 · Workers Comp Insurance	163.83	200.00	145.27	180.00	(20.00)
4011107 · Employee Retirement (Pension)	3,403.83	4,100.00	3,480.81	4,000.00	(100.00)
4011108 · Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00
4011110 · Employee Retirement (401k)	1,530.95	1,700.00	1,450.64	1,650.00	(50.00)
Total 4011100 · Finance Personnel	67,093.00	65,500.00	52,154.20	65,030.00	(470.00)
4011300 · Finance Services					
4011301 · Audit	10,525.00	12,100.00	12,100.00	11,000.00	(1,100.00)
4011303 · Insurance & Bonding (Fidelity)	401.40	550.00	340.00	500.00	(50.00)
4011304 · Tax Collection	2,639.00	2,158.00	2,158.00	2,158.00	0.00
4011305 · Misc Finance & Bank Charges	761.67	1,000.00	764.98	1,000.00	0.00
4011306 · Training/Education	970.00	1,250.00	0.00	1,250.00	0.00
4011307 · Per Diem & Travel	302.53	750.00	58.97	400.00	(350.00)
Total 4011300 · Finance Services	15,599.60	17,808.00	15,421.95	16,308.00	(1,500.00)
Total 4011000 · Finance	82,692.60	83,308.00	67,576.15	81,338.00	(1,970.00)
4012000 · LEGAL					
4012300 · Legal Services					
4012301 · Contract Legal Services	36,163.95	50,000.00	28,749.00	50,000.00	0.00
Total 4012300 · Legal Services	36,163.95	50,000.00	28,749.00	50,000.00	0.00
Total 4012000 · Legal	36,163.95	50,000.00	28,749.00	50,000.00	0.00

	Actual FY2015-16	Amended FY2016-17	To Date 5/16/17 FY2016-17	Proposed FY2017-18	Proposed vs. Current
4013000 · PLANNING					
4013100 · Planning Personnel					
4013101 · Salaries & Wages	47,681.60	125,000.00	51,793.00	118,000.00	(7,000.00)
4013102 · FICA Contribution	2,855.17	9,750.00	3,524.34	9,100.00	(650.00)
4013103 · Unemployment Compensation	88.85	500.00	0.00	0.00	(500.00)
4013104 · Worker's Compensation	931.09	2,100.00	1,381.82	1,650.00	(450.00)
4013105 · Health, Dental, Vision Insur	13,440.00	19,000.00	8,214.32	26,000.00	7,000.00
4013106 · Life Insurance	322.00	800.00	262.08	600.00	(200.00)
4013107 · Retirement (Pension)	3,191.17	9,400.00	3,755.00	8,900.00	(500.00)
4013108 · Dues & Subscriptions	4,975.00	5,300.00	4,883.75	6,300.00	1,000.00
4013110 · Retirement (401k)	1,435.31	3,800.00	1,553.79	3,700.00	(100.00)
Total 4013100 · Planning Personnel	74,920.19	175,650.00	75,368.10	174,250.00	(1,400.00)
4013200 · Planning Operating					
4013201 · Office Supplies	634.74	1,100.00	311.91	800.00	(300.00)
4013203 · Equipment Maint	400.00	1,500.00	400.00	2,200.00	700.00
Total 4013200 · Planning Operating	1,034.74	2,600.00	711.91	3,000.00	400.00
4013300 · Planning Services					
4013310 · Development Ordinance	0.00	1,000.00	0.00	3,000.00	2,000.00
4013301 · Training/Education	0.00	600.00	334.00	1,600.00	1,000.00
4013302 · Per Diem & Travel	0.00	1,000.00	465.79	2,000.00	1,000.00
4013303 · Planning Services	24,193.75	55,000.00	7,472.50	55,000.00	0.00
4013305 · Zoning Enforcement	12,995.17	16,000.00	13,314.10	16,500.00	500.00
4013308 · Town Engineer Contract	20,109.13	27,500.00	16,915.00	27,500.00	0.00
Total 4013300 · Planning Services	57,298.05	101,100.00	38,501.39	105,600.00	4,500.00
4013400 · Planning Capital Outlay					
4013401 · Computer Equip & Peripherals	0.00	2,000.00	998.67	0.00	(2,000.00)
Total 4013400 · Planning Capital Outlay	0.00	2,000.00	998.67	0.00	(2,000.00)
Total 4013000 · Planning	133,252.98	281,350.00	115,580.07	282,850.00	1,500.00
4014000 · ELECTION SERVICES					
4014300 · Elections Services					
4014301 · Contract Election Service	6,323.95	0.00	0.00	7,500.00	7,500.00
Total 4014300 · Election Services	6,323.95	0.00	0.00	7,500.00	7,500.00
5010000 · PROPERTY & BUILDINGS					
5010200 · Property/Bldgs Operating					
5010201 · Repairs, Maint, & Contracts	6,164.93	11,000.00	4,912.33	9,000.00	(2,000.00)
5010202 · Office Cleaning	2,391.48	3,000.00	2,192.19	3,000.00	0.00
5010203 · Landscaping	11,200.00	14,500.00	10,020.00	14,500.00	0.00
5010204 · Heating & Utility Supplies	4,996.33	5,500.00	4,618.76	5,500.00	0.00
5010206 · Rental of SFD Community Center	1,680.00	1,900.00	900.00	1,900.00	0.00
Total 5010200 · Property/Bldgs Operating	26,432.74	35,900.00	22,643.28	33,900.00	(2,000.00)
5010400 · Property/Bldgs Capital Outlay					
5010401 · Architectural Services	0.00	10,000.00	0.00	90,000.00	80,000.00
5010402 · Construction Services	8,209.50	75,000.00	36,426.25	425,000.00	350,000.00
5010403 · Facilities Land Acquis/Improvemts	593,669.13	60,000.00	0.00	60,000.00	0.00
Total 5010400 · Property/Bldgs Capital Outlay	601,878.63	145,000.00	36,426.25	575,000.00	430,000.00
Total 5010000 · Property & Buildings	628,311.37	180,900.00	59,069.53	608,900.00	428,000.00

	Actual FY2015-16	Amended FY2016-17	To Date 5/16/17 FY2016-17	Proposed FY2017-18	Proposed vs. Current
6010000 · COMMUNITY RESOURCES					
6011500 · Community Events					
6011530 · Community Events					
6011310 · Community Events					
6011381 · Fishing Derby	1,061.62	1,500.00	0.00	1,600.00	100.00
6011383 · Christmas Tree Lighting	2,922.79	3,800.00	3,275.35	3,800.00	0.00
6011384 · Touch-a-Truck	709.43	1,100.00	715.50	1,000.00	(100.00)
6011386 · Movies in the Park	0.00	3,250.00	2,105.56	5,000.00	1,750.00
6011388 · Partnership Events	604.62	650.00	622.69	1,450.00	800.00
6011389 · Music in the Park	5,908.07	9,000.00	5,755.13	9,000.00	0.00
6011391 · Misc Events	0.00	0.00	0.00	1,200.00	1,200.00
Total 6011310 · Community Events	11,206.53	19,300.00	12,474.23	23,050.00	3,750.00
Total 6011530 · Community Events	11,206.53	19,300.00	12,474.23	23,050.00	3,750.00
Total 6011500 · Community Events	11,206.53	19,300.00	12,474.23	23,050.00	3,750.00
6011000 · Parks & Rec Dept					
6011100 · P&R Personnel					
6011101 · Salaries & Wages	73,720.61	92,000.00	70,979.92	99,000.00	7,000.00
6011102 · FICA Contributions	5,651.57	7,000.00	4,771.97	7,700.00	700.00
6011103 · Unemployment Compensation	85.28	700.00	0.00	0.00	(700.00)
6011104 · Workers' Comp	2,094.02	2,500.00	1,612.85	2,000.00	(500.00)
6011105 · Health, Dental, Vision Ins	0.00	0.00	0.00	0.00	0.00
6011106 · Life Insurance	290.64	400.00	342.16	400.00	0.00
6011107 · Retirement (Pension)	3,357.56	5,100.00	4,440.01	6,700.00	1,600.00
6011110 · Retirement (401k)	1,510.13	2,100.00	1,849.49	2,800.00	700.00
Total 6011100 · P&R Personnel	86,709.81	109,800.00	83,996.40	118,600.00	8,800.00
6011200 · P&R Operating					
6011208 · Trail Maint	36,476.00	900.00	0.00	1,200.00	300.00
6011250 · SCP Operating					
6011202 · SCP Landscape Maint	23,970.00	24,000.00	21,972.50	24,000.00	0.00
6011205 · SCP Maint & Contracts	12,722.51	15,500.00	6,686.12	14,000.00	(1,500.00)
6011206 · SCP Tools & Supplies	1,694.25	2,000.00	709.78	1,800.00	(200.00)
6011207 · SCP Trail Maint	674.00	1,200.00	426.77	1,200.00	0.00
Total 6011250 · SCP Operating	39,060.76	42,700.00	29,795.17	41,000.00	(1,700.00)
6011270 · SAP Operating					
6011271 · SAP Maint & Contracts	24,940.14	37,000.00	20,618.57	37,000.00	0.00
6011272 · SAP Tools & Supplies	2,772.26	3,500.00	2,053.64	3,500.00	0.00
6011273 · SAP Landscape Maint	23,970.00	24,000.00	21,972.50	24,000.00	0.00
6011275 · SAP Field Maint	8,718.50	29,000.00	12,893.49	29,000.00	0.00
Total 6011270 · SAP Operating	60,400.90	93,500.00	57,538.20	93,500.00	0.00
Total 6011200 · P&R Operating	135,937.66	137,100.00	87,333.37	135,700.00	(1,400.00)
6011300 · P&R Services					
6011301 · Training/Education	0.00	300.00	0.00	200.00	(100.00)
6011302 · Per Diem & Travel	0.00	300.00	0.00	200.00	(100.00)
Total 6011300 · P&R Services	0.00	600.00	0.00	400.00	(200.00)
6011400 · P&R Capital Outlay					
6011404 · Trail Development	92,667.01	125,000.00	54,281.16	150,000.00	25,000.00
6011411 · Grounds Equipment	1,520.36	2,500.00	0.00	2,000.00	(500.00)
6011413 · SAP Entrance Development	238,622.97	7,000.00	0.00	0.00	(7,000.00)
6011414 · SAP Grounds Improvement	42,370.82	40,000.00	18,596.99	540,000.00	500,000.00
6011415 · SCP Grounds Improvement	3,600.00	107,000.00	92,454.00	0.00	(107,000.00)
Total 6011400 · P&R Capital Outlay	378,781.16	281,500.00	165,332.15	692,000.00	410,500.00
Total 6011000 · Parks & Rec Dept	601,428.63	529,000.00	336,661.92	946,700.00	417,700.00

	Actual FY2015-16	Amended FY2016-17	To Date 5/16/17 FY2016-17	Proposed FY2017-18	Proposed vs. Current
6013000 · Historical Committee					
6013300 · Historical Comm Services					
6013302 · Per Diem & Travel	10.46	300.00	4.74	200.00	<i>(100.00)</i>
6013303 · Town Hall Rotating Exh bits	16.99	300.00	98.58	300.00	<i>0.00</i>
6013305 · Town History Project	0.00	1,500.00	1,320.00	1,500.00	<i>0.00</i>
Total 6013300 · Historical Comm Services	41.68	2,100.00	1,423.32	2,000.00	<i>(100.00)</i>
6013400 · Hist Committee Capital Outlay					
6013404 · Historic District Pole Banners	0.00	0.00	0.00	3,800.00	<i>3,800.00</i>
6013405 · Historical Site Projects	0.00	4,800.00	3,861.88	4,800.00	<i>0.00</i>
Total 6013400 · Hist Comm Capital Outlay	0.00	4,800.00	3,861.88	8,600.00	<i>3,800.00</i>
Total 6013000 · Historical Committee	41.68	6,900.00	5,285.20	10,600.00	<i>3,700.00</i>
Total 6010000 · Community Resources	612,676.84	555,200.00	354,421.35	980,350.00	425,150.00

7010000 · COMMUNITY SERVICES

7011000 · Public Safety Committee					
7011200 · Public Safety Operating					
7011201 · Community Project	1,800.00	1,800.00	0.00	0.00	<i>(1,800.00)</i>
Total 7011200 · Public Safety Operating	1,800.00	1,800.00	0.00	0.00	<i>(1,800.00)</i>
7011300 · Public Safety Services					
7011301 · Training/Education	0.00	200.00	0.00	200.00	<i>0.00</i>
7011302 · Per Diem & Travel	0.00	200.00	0.00	0.00	<i>(200.00)</i>
7011303 · Animal Control/Shelter	26,264.00	27,000.00	18,830.25	26,500.00	<i>(500.00)</i>
7011305 · Fire Inspections	1,201.75	3,800.00	1,984.75	5,000.00	<i>1,200.00</i>
7011306 · Senior Program	10,638.00	14,000.00	8,924.00	13,000.00	<i>(1,000.00)</i>
7011307 · Municipal Equip & Generator	546.77	1,500.00	325.00	1,500.00	<i>0.00</i>
7011308 · Emerg Shelter/Preparedness	0.00	1,000.00	0.00	500.00	<i>(500.00)</i>
Total 7011300 · Public Safety Services	47,550.52	47,700.00	30,064.00	46,700.00	<i>(1,000.00)</i>
Total 7011000 · Public Safety Committee	49,350.52	49,500.00	30,064.00	46,700.00	<i>(2,800.00)</i>
7012000 · Founders' Day Committee					
7012300 · Founders' Day Services					
7012303 · Special Event Founders' Day	29,924.80	31,000.00	3,621.36	30,000.00	<i>(1,000.00)</i>
Total 7012300 · Founders' Day Services	29,924.80	31,000.00	3,621.36	30,000.00	<i>(1,000.00)</i>
Total 7012000 · Founders' Day Committee	29,924.80	31,000.00	3,621.36	30,000.00	<i>(1,000.00)</i>
7013000 · Trails & Open Space Committee					
7013300 · Trails & Open Space Services					
7013303 · Trails & Opens Space	1,387.81	6,000.00	1,646.01	6,000.00	<i>0.00</i>
Total 7013300 · Trails & Open Space Committee	1,387.81	6,000.00	1,646.01	6,000.00	<i>0.00</i>
Total 7013000 · Trails & Open Space Committee	1,387.81	6,000.00	1,646.01	6,000.00	<i>0.00</i>
Total 7010000 · Community Services	80,663.13	86,500.00	35,331.37	82,700.00	(3,800.00)

	Actual FY2015-16	Amended FY2016-17	To Date 5/16/17 FY2016-17	Proposed FY2017-18	Proposed vs. Current
8010000 · COMMUNITY PLANNING					
8011000 · Zoning Board					
8011100 · Zoning Board Personnel					
8011101 · Memberships & Dues	400.00	500.00	200.00	500.00	0.00
Total 8011100 · Zoning Board Personnel	400.00	500.00	200.00	500.00	0.00
8011300 · Zoning Board Services					
8011301 · Training/Education	0.00	750.00	0.00	325.00	(425.00)
8011302 · Per Diem & Travel	0.00	500.00	95.15	500.00	0.00
8011303 · Planning Library	0.00	150.00	0.00	500.00	350.00
Total 8011300 · Zoning Board Services	0.00	1,400.00	95.15	1,325.00	(75.00)
Total 8011000 · Zoning Board	400.00	1,900.00	295.15	1,825.00	(75.00)
8012000 · Board of Adjustment					
8012300 · BOA Services					
8012301 · Training/Education	0.00	750.00	0.00	325.00	(425.00)
8012302 · Per Diem & Travel	0.00	500.00	0.00	500.00	0.00
Total 8012300 · BOA Services	0.00	1,250.00	0.00	825.00	(425.00)
Total 8012000 · Board of Adjustment	0.00	1,250.00	0.00	825.00	(425.00)
Total 8010000 · Community Planning	400.00	3,150.00	295.15	2,650.00	(500.00)
Total Expenditures	1,905,362.78	1,615,785.00	951,921.18	2,484,066.00	868,281.00

TOTAL BUDGET: \$2,484,066.00

fee schedule



FEE SCHEDULE



SCHEDULE NAME: **COMPREHENSIVE FEE SCHEDULE**

SCHEDULE #: SCH-2017-001

ORIGINAL ADOPTION DATE: 6-13-17

ORIGINAL EFFECTIVE DATE: 7-1-17

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" x 11" or smaller) 10¢ per page
- ~ color letter (8.5" x 11" or smaller) 25¢ per page
- ~ b/w legal (8.5" x 14") 10¢ per page
- ~ color legal (8.5" x 14") 25¢ per page
- ~ b/w tabloid (11" x 17") 20¢ per page
- ~ color tabloid (11" x 17") 50¢ per page
- ~ large-format (larger than 11" x 17" and regardless of b/w or color) \$4.00 per 42" x 42" square

Current plotter uses 42" roll paper; price is per 42" x 42" square output required to process job (not trim size). Example: a 36" x 60" finished document would require two squares of paper coverage and would cost \$8, while a 24" x 18" output would cost \$4.

CD (compact disk) recordings \$2 per CD



FEE SCHEDULE



PLANNING FEES

Planning and Zoning Board Application Fees

~ rezoning up to 4 acres.....	\$500
~ rezoning 5-25 acres.....	\$1,000 + \$20 per acre
~ rezoning over 45 acres.....	\$1,850
~ request for closing street or extinguishing easement.....	\$250
~ any other request for public hearing.....	\$500
~ voluntary annexation.....	(no fee)

Board of Adjustment Application Fees

~ variance.....	\$200
~ special use permit.....	\$1,000 + \$20 per acre
~ appeal of Zoning Administrator decision.....	\$200
~ any other request for public hearing.....	\$500

Site Plan Review Fees

~ multi-family residential.....	\$400 + \$40 per dwelling unit
~ non-residential, minor (less than 10 acres).....	\$500 + \$25 per 1,000 ft ² of gross floor area
~ non-residential, major.....	\$800 + \$100 per 1,000 ft ² of gross floor area

Development Permit Fees

~ new single family home.....	\$75
~ addition or alteration to existing single family.....	\$25
~ multi-family/ non-residential.....	\$100 per building
~ change in use with no site plan requirement.....	\$25
~ any development within floodplain.....	\$400



FEE SCHEDULE



Subdivision Fees

- ~ minor subdivision (1-4 lots, including new residual parent lot) \$250 + \$50 per lot
- ~ major subdivision/single family residential.....\$1,000 + \$100 per lot
- ~ major subdivision/multi-family and non-residential\$1,250 + \$100 per lot

Sign Fees

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

Other Fees and Services

- ~ custom mapping (on limited basis, half hour minimum)\$70 per hour
- ~ watershed/stormwater/floodplain or other engineering\$150 per hour
- ~ stream classification study up 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.



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	\$15
~ non-resident rate for 2-hour block	\$40
and each additional hour	\$20

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

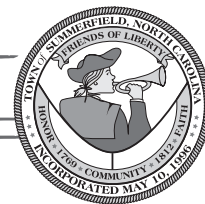
Summerfield Athletic Park (SAP)

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\$175 per field per day
- ~ non-resident rate\$200 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
 FY 2017-18 Budget Ordinance
 (0-2017-003)

ordinance

BE IT ORDAINED, by the Town Council for the Town of Summerfield, North Carolina, that 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, 2017, and ending June 30, 2018.

SECTION 1—General Fund

General Fund Revenues:

Property Taxes	\$411,000.00
Local Sales Taxes	118,250.00
ABC Distribution	67,000.00
Beer and Wine Tax	50,000.00
Utilities Franchise Tax	395,000.00
Solid Waste Disposal Tax	7,700.00
Investment Earnings	92,000.00
Planning Fees	17,500.00
Miscellaneous Revenue	500.00
Parks & Recreation Revenue	37,300.00
Founders' Day Revenue	3,300.00
Fund Balance Appropriation	<u>1,284,516.00</u>
Grand Total Revenues	\$2,484,066.00

General Fund Expenditures:

Governing Body	Governing Body: Personnel	\$38,678.00
	Governing Body: Operating	1,900.00
	Governing Body: Services	<u>4,450.00</u>
	<i>Governing Body Total</i>	45,028.00
Administration	Administration: Personnel	262,650.00
	Administration: Operating	51,000.00
	Administration: Services	18,100.00
	Administration: Capital Outlay	<u>11,000.00</u>
	<i>Administration Total</i>	342,750.00
Finance	Finance:	<u>68,180.00</u>
	<i>Finance Total</i>	68,180.00
Professional Services	Finance	13,158.00
	Legal	50,000.00
	Election	<u>7,500.00</u>
	<i>Professional Services Total</i>	70,658.00

Planning	Planning: Personnel	174,250.00
	Planning: Operating	3,000.00
	Planning: Services	105,600.00
	Planning: Capital Outlay	<u>0.00</u>
	<i>Planning Total</i>	282,850.00
Property/Buildings	Property/Buildings: Operating	33,900.00
	Property/Buildings: Capital Outlay	<u>575,000.00</u>
	<i>Property/Buildings Total</i>	608,900.00
Community Resources	Parks & Rec Programs	<u>23,050.00</u>
	<i>Parks & Rec Programs Total</i>	23,050.00
	Parks & Rec: Personnel	118,600.00
	Parks & Rec: Operating	135,700.00
	Parks & Rec: Services	400.00
	Parks & Rec: Capital Outlay	<u>692,000.00</u>
	<i>Parks & Rec Total</i>	946,700.00
	Historical Committee: Services	2,000.00
	Historical Committee: Capital Outlay	<u>8,600.00</u>
	<i>Property/Buildings Total</i>	10,600.00
Community Services	Public Safety Committee: Services	<u>46,700.00</u>
	<i>Public Safety Committee Total</i>	46,700.00
	Founders' Day Committee: Services	<u>30,000.00</u>
	<i>Founders' Day Committee Total</i>	30,000.00
	Trails & Open Space (TOS) Committee: Services	<u>6,000.00</u>
	<i>TOS Committee Total</i>	6,000.00
	<i>Community Services Total</i>	82,700.00
Community Planning	Zoning Board: Personnel	500.00
	Zoning Board: Services	<u>1,325.00</u>
	<i>Zoning Board Total</i>	1,825.00
	Board of Adjustment: Services	<u>825.00</u>
	<i>Board of Adjustment Total</i>	825.00
	<i>Community Planning Total</i>	2,650.00
		<hr/> <hr/>
Grand Total Expenditures		\$2,484,066.00

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 2017, is hereby levied and established as the official tax rate for the Town of Summerfield for Fiscal Year 2017–2018. The rate is based upon a total projected valuation of \$1,511,185,393. The purpose of the ad valorem tax levy is to raise sufficient revenue to assist in financing necessary municipal government operations.

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

Town fees span three main departmental categories: Administrative, Planning, and Parks and Recreation. The “Comprehensive Fee Schedule” marked to go into effect July 1, 2017, consolidates and replaces all previous town fee schedules and rates. The revised 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 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 2017–2018. The Budget Officer shall administer the budget. The accounting system shall establish records that are in consonance with this budget, this ordinance, and North Carolina General Statutes 159.26.

SECTION 7–Documentation

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

Adopted this 13th day of June, 2017.

Mayor Mark Brown

Attest:

Town Clerk or Deputy Clerk



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