

RESOLUTION NUMBER 02-027

A RESOLUTION

Policy for Funding Outside Agencies

WHEREAS, the proposed policy is to consider funding requests from eligible organizations whose proposals demonstrate a benefit to the City and its residents; and

WHEREAS, the review of such funding will occur annually during the development of the upcoming year's operating budget; and

WHEREAS, this policy was unanimously endorsed by the Finance Committee on November 7, 2001:

NOW THEREFORE BE IT RESOLVED BY THE CITY OF MOUNT AIRY BOARD OF COMMISSIONERS MEETING IN OPEN SESSION THAT:

Section 1. This policy be adopted and effective immediately.

Section 2. This Resolution shall become effective upon approval by the Board of Commissioners of the City of Mount Airy.

Adopted and approved this the 15 day of November, 2001.



Emily B. Taylor, Mayor

ATTEST:



Barbara Jones, City Clerk

POLICY

For Funding

Outside Agencies

Policy

It is the policy of the City of Mount Airy to consider funding requests from eligible organizations whose proposals demonstrate a benefit to the City and its residents. This review occurs annually during the development of the upcoming year's operating budget.

Definition

An eligible organization is defined as a non-profit or not for profit organization whose proposed programs directly benefit the City of Mount Airy and its residents. Profit making ventures are deemed ineligible and will not be considered for funding. Political action committees (PAC) or organizations with proposals of a clearly political nature are also ineligible. Limited special interest groups or organizations with restricted memberships may too be deemed ineligible. Any organization or proposals that violate Federal, State or local laws or regulations are not eligible.

Procedure

Funding requests will be considered on a regularly scheduled basis once during each fiscal year (July 1-June 30). The scheduled period for consideration is during the development of the upcoming year's operating budget with a specific deadline for application of February 28 each year. The availability of funds awarded will be subsequent to July 1 for the funding cycle of each fiscal year. Applications, which are received after the deadline or are incomplete, will not be considered. Applications will be mailed to the agencies funded during the current fiscal year by January 15 of that year. Decisions of the Board of Commissioners are final.

Application Requirements

Submissions from agencies requesting funds from the City of Mount Airy should be directed to the City Manager, City of Mount Airy, Post Office Box 70, Mount Airy, North Carolina 27030 and postmarked by the previously described deadline. Applications must include the following in writing:

1. Amount requested from the City of Mount Airy.
2. A brief narrative of the organization's program or programs and demonstrated benefit.
3. The detail of expected total agency revenue (agencies performing outside the City must show the amount of funding from each of the other participating Cities for current and proposed year.)

4. The relationship of expected total agency revenue for the proposed operating year to Mount Airy citizen participation.
5. The relationship of proposed total agency expenditures for the proposed operating year to Mount Airy citizen participation in detailed breakdown.
6. A current set of financial statements for the most recent completed fiscal year (Annual Audit required).
7. An official statement of support for the application from the governing body of the organization.
8. A signed and dated request from an appropriate representative of the organization

Evaluation Criteria

The City Manager and the Board of Commissioners in the evaluation and prioritization of funding proposals will utilize the following criteria. The limitation of available funds from the City will, of course, be an absolute restraint.

1. History and standing of the organization and/or proposal.
2. Effective use of requested funding including matching contributions, additional sources, and effort of outside search for financial assistance.
3. Degree of benefit to the City of Mount Airy and its residents including numbers of residents, geographic areas and specific impact (quantified).
4. The financial need of the requesting organization and its ability to implement the proposal based upon available resources.
5. The amount of previous requests and funding from the City of Mount Airy.
6. The effectiveness of the program and impact on the Mount Airy community based upon measurable performance data.

The City of Mount Airy reserves the right to determine whether proposals are eligible, timely and complete, relative to funding and consideration. All decisions of the Board of Commissioners are final and binding. Other specific requirements or information may be required by the City of Mount Airy when it is deemed necessary and in its best interest. Questions concerning the application of this policy should be directed to the City's City Manager.

Adopted and approved this the 15 day of November, 2001.



Emily B. Taylor, Mayor

ATTEST:



Barbara Jones, City Clerk

OUTSIDE AGENCY FUNDING APPLICATION

(Please type or print all information)

1. Agency Name: _____
2. Agency Address: _____
3. Telephone: _____ 4. Contact Person: _____
5. Name of Director: _____
6. Amount of City Funding Appropriated in FY 2000-2001: \$ _____
7. Amount of City Funding Appropriated in FY 2001-2002: \$ _____
8. **Amount of City Funding Requested for FY 2002-2003**: \$ _____
9. What does your agency do? _____

10. Why are City of Mount Airy funds being requested, and how would funds allocated be used? Please identify specific program activities and budget-line items. Explain any significant changes in funding level requested. *(Attached an additional sheet if necessary).*

11. Describe the circumstances that brought your agency into being. Please provide dates.

12. To whom does your agency provide services? _____

13. What is the geographic service area of your agency? _____

14. If your agency serves non-Mount Airy residents, please indicate the approximate percentage of total persons served that live outside of the Mount Airy City limits. _____%

15. What other agencies provide similar services? _____

16. List sponsors and affiliated agencies. _____

17. Does your agency contract with the City of Mount Airy (yes or no), any agency of Surry County (yes or no), or the State of North Carolina (yes or no) for the provision of services? (circle your responses). If yes, list services provided and with what level of government.

18. Will an evaluation be made at the end of the funded period to determine if agency goals and objectives have been met? yes or no (circle answer)

19. Is your agency (circle answer):

Licensed or Certified by the State of North Carolina? yes no

Chartered as a nonprofit corporation by the State of North Carolina? yes no

Certified by the Federal Government as a tax-exempt organization under 26 USC 501(c)(3)? yes no

(Please attach a copy of your 501(c)(3) nonprofit status certification letter.)

20. How is your agency governed and managed? Please attach a list of your Board of Directors, an organizational chart, and a copy of your agency's by-laws.

21. Is your agency accountable to a governmental agency? yes or no (circle answer) If yes, please list: _____

22. Provide the name and title of all bonded agency officials responsible for the authorization of expenditures and the disbursement of funds. Indicate the amount of each bond.

<u>Name & Title</u>	<u>Bond Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

23. If the City of Mount Airy has previously funded your agency, indicate the percent of your total annual budget represented by City funding:

FY 2000-2001 _____%
FY 2001-2002 _____%

What percent of your **proposed** 2002-2003 budget would the City of Mount Airy requested funds represent?

FY 2002-2003 _____%

24. Does your agency have a detailed budget, which will control and guide the use of funds through the period funded? **yes** or **no** (*circle answer*)

25. Does a licensed CPA perform an annual audit for all funds handled by your agency? **yes** or **no** (*circle answer*).

26. What is the period of your agency's fiscal year _____ month to _____ month

27. Is it expected that the City will be asked to continue providing funds in the future? **yes** or **no** (*circle answer*). If yes, estimate your request from the City for the following years:

FY 2003-2004 \$ _____
FY 2004-2005 \$ _____
FY 2005-2006 \$ _____

28. Other specific comments in support of your budget request. _____

Completed by: _____ Title: _____

Signature: _____ Date: _____

***Please be sure to submit all of the following items by March 1, 2002:**
1) External Agency Funding Application
2) copy of your 501(c)(3) nonprofit status certification letter
3) list of Board of Directors
4) organizational chart
5) copy of agency's by-laws and mission statement/core values
6) copy of detailed budget and/or financial statements.

All requested funds will be evaluated and recommended based upon their own merit. Applying for funds is in no way a guarantee for future funding. The Board of Commissioners reserves all rights to fund fully, partially, or none of external agency requests.

RESOLUTION NUMBER 02-028

A RESOLUTION

Policy Defining Finance Committee Responsibilities

WHEREAS, the proposed policy is to define the duties and responsibilities of the Finance Committee; and

WHEREAS, this policy was unanimously endorsed by the Finance Committee on November 7, 2001:

NOW THEREFORE BE IT RESOLVED BY THE CITY OF MOUNT AIRY BOARD OF COMMISSIONERS MEETING IN OPEN SESSION THAT:

Section 1. This policy be adopted and effective immediately.

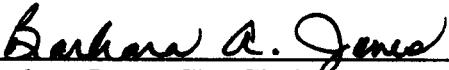
Section 2. This Resolution shall become effective upon approval by the Board of Commissioners of the City of Mount Airy.

Adopted and approved this the 15 day of November, 2001.



Emily B. Taylor, Mayor

ATTEST:



Barbara Jones, City Clerk

FINANCE COMMITTEE

Purpose: To review all matters dealing with, but not limited to issues relating to the City's finances (property taxes, budget items, fees, licenses, etc.).

- It shall be the policy of the Board of Commissioners of the City of Mount Airy that the Budget shall be presented annually on a Departmental level for purposes of consideration by the Board of Commissioners
- The Finance Committee will review the budget document with the manager and appropriate staff prior to making a recommendation of approval to the entire Board of Commissioners
- Both the Finance Committee and the Board of Commissioners recognize and support the statutory role and responsibility of the City Manager to develop the annual budget and present a balanced budget to the entire Board of Commissioners no later than June 1 of each year

Finance Committee Duties: The Finance Committee shall duly consider the annual budget prepared by the City Manager. In the course of this consideration the committee should confer with said City Manager and his staff. The Committee shall thereupon forward its recommendation on the budget recommended by the City Manager to the entire Board of Commissioners on or before the first meeting in June of each year.

Included responsibilities of the Finance committee are to:

- Provide guidance to the City Manager for the development of the budget for the upcoming year.
- Review the annual budget and recommend a final annual budget to the City Board of Commissioners.
- Make recommendations on the financing of city undertakings, methods of financing, the extent of borrowing and, related matters.
- Consider and recommend ways in which the city can obtain additional sources of revenue or additional revenue from existing sources.

BUDGET PROCESS

The following are key procedural steps in the City's budget development process. Note that the process and dates indicated below match the 2001-2002 process, and may be changed for future processes.

1. From December to February, the City Council established overall City priorities, vision, and mission. Additional policy guidance is provided throughout the year.
2. In February Budget development instructions and other materials are provided to the departments.
3. From early March to late March, departments review and update their existing budget programs, including expenditure and revenue estimates, performance data, and financial and program delivery outcomes.
4. Revenue and expenditure estimates are developed and updated by the Finance Department throughout the budget process. An initial Financial Forecast is prepared in March and an update is provided to the Manager in April.

5. The Management Team meets to review overall budget components (e.g., revenue estimates, personnel drivers, etc.) and department budget submittals and develop a recommended budget.
6. Manager and appropriate staff meet with Finance Committee of Board of Commissioners- March-April.
7. Manager prepares budget message and final recommended budget in late April or early May.
8. Budget documents are prepared, printed, and filed with the Board of Commissioners. This proposed budget is presented to the Board of Commissioners in late May, and copies are made available to the public immediately after the presentation.
9. Between late May and the end of June, the City Council meets in one or more budget sessions to review and discuss the recommended budget.
10. One public hearing is held during the time the Board of Commissioners is deliberating on the budget proposal. Public comment on recommended programs and/or ideas for new programs is provided at these public hearings.

BUDGET ADJUSTMENT & AMENDMENT PROCESSES

Under the provisions of State law and the City's operating procedures, the operating budget may be adjusted or amended in two different ways. Adjustment of the budget involves a reallocation of existing appropriations and does not change the budget "bottom line." Adjustment of the budget may be authorized by the City Manager in accordance with provisions included in the annual budget ordinance. Amendment of the budget involves an addition to or reduction of existing appropriations and will be reviewed by the full Board of Commissioners.

REVENUE POLICIES

The City is sensitive to the balance between the need for services and the City's ability to raise fees, charges, and taxes to support those services.

A. Mix of Revenues:

The City will strive to maintain a diversified mix of revenues in order to balance the sources of revenue amongst taxpayers and to provide ongoing stability and predictability. To this end, the City of Mount Airy recognizes the following:

1. Property taxes and other stable revenues provide a reliable base of revenues during periods of economic downturn.
2. The City's overall revenue structure should be designed to recapture for the City some of the financial benefits resulting from City economic and community development investments.
3. The City will strive to keep a total revenue mix that encourages growth and keeps Mount Airy economically competitive, and a City of choice for people to live and do business.

ORDINANCE #02-017

**AN ORDINANCE AMENDING THE CITY OF MOUNT AIRY
ZONING ORDINANCE**

WHEREAS, the City of Mount Airy intends to establish an area of extraterritorial jurisdiction to extend one mile beyond the current city limits of Mount Airy;

WHEREAS, a proposal has been submitted by the Mount Airy Planning Board to make amendments to the Mount Airy Zoning Ordinance to allow for adoption of this extraterritorial jurisdiction and to establish compatible Area, Yard, and Height Requirements for all new and existing City Residential Zoning Districts;

WHEREAS, the Board of Commissioners of the City of Mount Airy adopted a resolution directing that a public hearing be conducted on the 1st day of November, 2001;

WHEREAS, the City Clerk caused a notice of public hearing on the request to be published on the 7th and 14th day of October, 2001;

BE IT ORDAINED by the Board of Commissioners of the City of Mount Airy that certain sections of the Mount Airy Zoning Ordinance be amended as follows:

Part 1. Replace existing Section 51 with the following paragraph:

“Section 51. District Boundaries

An Official Zoning Map of the City of Mount Airy including City of Mount Airy Extraterritorial Jurisdiction Area dated November 15, 2001 is hereby adopted showing the extraterritorial jurisdiction boundary and zoning. This map shall be recorded in the Office of the Register of Deeds of Surry County.”

Part 2. Add Section 89.1 Residential-20 and Section 89.2 Residential-15 to Article VIII:

“Section 89.1 Residential (R-20)

The purpose of this district is to stabilize established residential neighborhoods by providing a place for medium density stick-built homes, modular homes and Class A mobile homes on a permanent foundation, provided that adequate public water and sewer systems are available. If public water and sewer is not available, the lot must have at least 30,000 square feet and adequate water and sewer systems. The district also permits associated public, governmental, and private facilities typically associated with residential districts.

The following uses are permitted in the R-20 district:

- Single family dwellings.
- Churches and their customary related uses.
- Public elementary and secondary schools and private schools.

Public libraries, public parks and playgrounds.
 Public safety facilities.
 Customary home occupations such as home offices.
 Customary accessory buildings provided that they are located in a side or rear yard and meet setbacks.

Section 89.2 Residential (R-15)

The purpose of this district is to stabilize established and planned residential neighborhoods by providing a place for medium density stick-built homes provided that adequate public water and sewer are available.

The following uses are permitted in the R-15 district:

Single family dwellings.
 Churches and their customary related uses.
 Public elementary and secondary schools and private schools.
 Public libraries, public parks and playgrounds.
 Public safety facilities.
 Customary home occupations such as home offices.
 Customary accessory buildings provided that they are located in a side or rear yard and meet setbacks.

The existing R-8 zoning in the City will remain, but the R-15 will replace that district in the ETJ area for new construction.”

Part 3. Amend *Article IX* to add the following Area, Yard, and Height Requirements for the new R-20 and R-15 zoning districts and to amend the setbacks for the current residential zoning districts:

District	Minimum Lot Area in Square Feet	Square Feet per Dwelling Unit	Minimum Lot Width at Setback	Required Yards in Feet			Maximum Height
				Front	Side	Rear	
R-20	20,000*	30,000	80	30	10	10	35
R-15	15,000	N/A	80	30	10	10	35
R-8	8,000	N/A	70	15	10	10	35
R-6	6,000	N/A	60	15	5	10	35
R-6 two-family	9,000	4,500	70	20	10	15	50
R-6 multi-family	13,500	4,500	80	20	10	15	50
R-4	6,000	N/A	60	15	5	10	35
R-4 two-family	9,000	4,500	70	20	10	15	50
R-4 multi-family	13,500	4,500	80	20	10	15	50
R-4 Office	6,000	N/A	60	15	5	10	50

*if public water and sewer are available. If not available, minimum lot size is 30,000 square feet.

Part 4. That all ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Adopted this, the 15 day of November, 2001.

Emily B. Taylor
Mayor

ATTEST:

Barbara A. Jones
Clerk