



**Ratification of rezoning case RZ-01-13 notification letter**

*Attachment(s): yes*

MEETING DATE: NOVEMBER 12, 2013

**STAFF COMMENTS / RECOMMENDATION:**

As a component of last month's rezoning case, the town was required to provide a notification letter/statement describing whether its approval was consistent with a town-adopted comprehensive plan and any other applicable plan, along with a brief explanation as to why the council considered the approval to be reasonable and in the public interest. The attached letter was reviewed by town council members and then forwarded to the rezoning applicants in a timely matter in order to fulfill statutory requirements. The request is to ratify the council's consensus (not all were in agreement) concerning the content of this approval/notification letter. The letter also served as a singular document that clearly stated all final excluded uses and conditions for this rezoning.

**NOTES:**

**TOWN COUNCIL COMMENTS / ACTION:**



**Council budget amendment #3 for unemployment insurance  
(FY13-14)**

*Attachment(s): yes*

MEETING DATE: NOVEMBER 12, 2013

**STAFF COMMENTS / RECOMMENDATION:**

A recent legislative change now requires municipalities to have an unemployment insurance account with the Division of Employment Security. In the past, towns had a choice as to whether or not to purchase unemployment insurance. The request is to allocate \$1600.00 from the budgeted town hall exterior improvements to cover this newly-mandated expenditure.

**NOTES:**

**TOWN COUNCIL COMMENTS / ACTION:**



**Risk Assessment and Internal Control Policy revisions**

*Attachment(s): yes*

MEETING DATE: NOVEMBER 12, 2013

**STAFF COMMENTS / RECOMMENDATION:**

Policy POL-2009-003 needs to be updated to reflect a past change in POL-2006-003 (Cash Management and Investment Policy). Council previously changed the list of authorized check signers by placing the "Finance Committee Chairman" with a "designated Town Council member." (Authorized check signers are currently the "Mayor, Mayor Pro-Tem, Town Manager/ Assistant Finance Officer, and Designated Town Council member.") All proposed changes are circled.

**NOTES:**

**TOWN COUNCIL COMMENTS / ACTION:**



**Development Ordinance Update review/edits contract**

*Attachment(s): yes*

MEETING DATE: NOVEMBER 12, 2013

**STAFF COMMENTS / RECOMMENDATION:**

Final adoption of the revised *Summerfield Development Ordinance* is a critical priority for this fiscal year. The steering committee's draft (*Summerfield Comprehensive Planning Program Development Ordinance Update*) is the base document and the plan is to make planning and legal review adjustments (the current draft never received full legal review) utilizing our contracted planner, attorney, and manager. Part of those changes will focus on updating it with new statutory changes.

The attached draft contract would cover the cost of the contracted planner's work, but provide additional N-Focus resources/staff to keep the process moving quickly. This draft is still being reviewed, so there might be revisions to discuss at the council meeting. Currently, the N-Focus planning component will be billed on an hourly basis with a not-to-exceed amount of \$13,200, and this contract requires council approval.

The ordinance update's legal review by the town attorney will be an additional flat fee of \$2500. The total FY13-14 budgeted amount for project completion was \$25,000.

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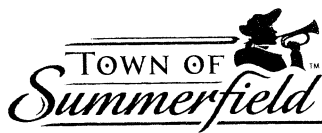
**NOTES:**

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**TOWN COUNCIL COMMENTS / ACTION:**

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**Residential Solid Waste & Recycling Services franchise contract renewal**

*Attachment(s): no*

MEETING DATE: NOVEMBER 12, 2013

**STAFF COMMENTS / RECOMMENDATION:**

The current solid waste and recycling contract with Republic Services of North Carolina ends December 31, 2013. There have been few citizen complaints with Republic's service directly to the town. The manager and Republic have been discussing performance, ideas of how to improve service delivery, etc. Some of the ideas discussed may benefit from a citizen survey and more investigation. Given the general level of citizen and council satisfaction, the manager would prefer either a one-year or two-year extension of the existing contract, without substantial changes. Those negotiations are on-going and a draft contract addendum is being reviewed. It will be forwarded to council as a draft is solidified. Depending on when the draft is finalized, council can ask questions and then table the discussion until the beginning of the December meeting or proceed with instructions to execute.

**NOTES:**

**TOWN COUNCIL COMMENTS / ACTION:**