TOWN OF Summerfield
Town Hall: POB 970, 4117 Oak Ridge Road, Summerfield, NC 27358
ph: 336-643-8655 / fax: 336-643-8654 / www.summerfieldgov.com

AGENDA ITEM 10

Public hearing/action regarding FY16–17 budget

Attachment(s): no (has been distributed, available both online and in print)

MEETING DATE: JUNE 14, 2016

STAFF COMMENTS / RECOMMENDATION:

The budget process has followed the adopted budget calendar, the proposed full budget document was distributed to Council and made publicly available 5/24, and it is available electronically on the town website and in print at town hall. Copies will also be on hand during the 6/14 public hearing. No Council changes were directed at the 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:

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AGENDA ITEM 11A

Clarifications of conditions of rezoning case RZ-01-13 c

Attachment(s): yes

MEETING DATE: JUNE 14, 2016

STAFF COMMENTS / RECOMMENDATION:

This conditional-use rezoning from 2013 involves an important development at the upcoming I-73 and Oak Ridge Road interchange. The rezoning resulted in several conditions that were outlined in a notification letter at the time (attached). The developer has requested clarification concerning a couple of items – the tree conservation plan and the timing and process related to moving fill dirt. His request (letter also attached) is to discuss these items as Blue Ridge Companies progresses on early stages of the project.

NOTES:

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AGENDA ITEM 11B

Interlocal Agreement on Tax Collection

Attachment(s): yes

MEETING DATE: JUNE 14, 2016

STAFF COMMENTS / RECOMMENDATION:

Guilford County collects ad valorem taxes and related charges on behalf of the town. This agreement dates back to 1996, it was revised in 1997, and the last five-year contract in 2011 specified: "The annual fee for collection services for each fiscal year shall be a flat amount (equivalent to approximately 0.62% of the current Fiscal Year collections)..." and that annual contract fee has recently been $2639.

The new contract (attached) proposes the same 0.62% and a new annual contract fee of $2158 due to changes in how vehicle tax is now collected statewide. Additional proposed provisions that were not in the last contract include items 5, 6, 7, 8, 9, 11, 12, 13, 18, and 19. The contract is being reviewed by staff and the town attorney prior to meeting discussion.

NOTES:

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AGENDA ITEM 11C

Interlocal Agreement for the Provision of Animal Shelter and Control Services

Attachment(s): yes

MEETING DATE: JUNE 14, 2016

STAFF COMMENTS / RECOMMENDATION:

Guilford County handles animal control and shelter services on behalf of the town. This agreement dates back to 2000 and it was revised in 2011 with an initial fee of $17,153 and provision that future annual payments would be based on a specified formula and subject to budget appropriations. That fee was $25,816 beginning July 2012 (the 2011 contract and fee letter are attached). Our fees have since been $24,717, $24,609.

The new contract (attached) proposes a FY2016–17 fee of $25,107. Additional proposed provisions that were not in the last contract include items 5b and 5c. The manager recommends approval of this 5-year contract as written.

NOTES:

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AGENDA ITEM 11D

Committee re-appointments (Finance and Historical)

Attachment(s): yes

MEETING DATE: JUNE 14, 2016

STAFF COMMENTS / RECOMMENDATION:

The following committee members' terms expire this month. They have notified town hall of their intent to continue serving and have requested to be reappointed to their respective committees:

Finance

- Vicky Bridges (since 11/14, serving 1st term)
- Millie Hoffler-Foushee (since 8/05, serving 5th term)

Not counting seats with members eligible to be reappointed to a full, 2-year term, three seats are available (2 resident openings + Millie Hoffler-Foushee will exceed term limits).

There are no new applicants. The manager's recommendation is to reappoint Vicky Bridges for a two-year term and Millie Hoffler-Foushee for one year per item 6 on page 2 (attached) of the current Consolidated Committee Ordinance.

Historical

- Patricia Juszczak (since 8/08, serving 4th term)
- John Plybon (since 6/14, serving 1st term)
- Linda Southard (since 10/01, serving 6th term)

Not counting seats with members eligible to be reappointed to a full, 2-year term, three seats are available (1 resident opening + Patricia Juszczak and Linda Southard will exceed term limits).

There are no new applicants. The manager's recommendation is to reappoint John Plybon for a two-year term and Patricia Juszczak and Linda Southard for one year each per item 6 on page 2 (attached) of the current Consolidated Committee Ordinance.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

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AGENDA ITEM 11E

Zoning Board reappointments

Attachment(s): yes

MEETING DATE: JUNE 14, 2016

STAFF COMMENTS / RECOMMENDATION:

The terms of Zoning Board voting members Nancy Hess and Kathy Rooney expire this month. Both have indicated their willingness to continue service. Including a training session, there were 12 meetings in 2014 and 2015; Nancy attended 11 and Kathy attended 8.

Zoning Board membership is not subject to the Consolidated Committee Ordinance, but is instead an administrative board governed by NCGS 160A-361 and the Summerfield Development Ordinance. The statute requires a minimum of 3 members and our ordinance requires a minimum of 5 members within section 9-2.2. Section 9-1.5 also addresses terms (3-year terms with no maximum number of consecutive terms).

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

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AGENDA ITEM 11F

Revision of Personnel Policies and Manual (paycheck distribution)

Attachment(s): no

MEETING DATE: JUNE 14, 2016

STAFF COMMENTS / RECOMMENDATION:

The manager and finance officer would like to streamline payroll operations and offer direct deposit to staff. The suggested changes below would: 1) eliminate the current need for staff to estimate some worked hours at the end of each month, which is necessary in order to process payroll, get required signatures, and distribute paychecks on the last working day of the month – the same day as the end of the pay period; 2) keep the pay period equal to the full month; 3) change the staff pay date to the 7th of each month; and, 4) change Town Council stipend payments from monthly to bi-annually. The annual cost of adding direct deposit would be $300 for bank fees.

Section 2 on page 29 of the Personnel Policies and Manual currently reads:

All payrolls shall be prepared by the Town Manager, or his designee, from time sheets approved by the appropriate supervisors. Paychecks shall be distributed monthly on the last working day of the month. Checks shall be distributed by the Town Manager, or his designee.

If an employee wishes to receive his paycheck on a date other than the designated pay date due to special circumstances, the employee must submit a written request to the Town Manager for approval.

The manager requests changing this section as follows:

Payroll for town staff shall be prepared by the Finance Officer from timesheets approved by the Town Manager and appropriate supervisors. Monthly salaries shall be paid by direct deposit on the 7th day of each month for the pay period ending on the last day of the preceeding month. Stipends for Town Council members will be paid by check bi-annually.

If due to special circumstances an employee wishes to receive part of their salary on a date other than the designated pay date, the employee must submit a written request and receive approval from the Town Manager. Such a payment could be disbursed by check.

NOTES:

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AGENDA ITEM 11G

Summerfield Christmas Tree Lighting

Attachment(s): no

MEETING DATE: JUNE 14, 2016

STAFF COMMENTS / RECOMMENDATION:

It would be helpful to set the date for the annual tree lighting event this month. It has been held on the following dates in recent years:

2012: 12/1
2013: 12/7
2014: 11/22
2015: 11/21

Avoiding Thanksgiving weekend, potential Saturdays are: 11/19, 12/3, and 12/10. Staff recommendation is 11/19.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

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AGENDA ITEM 12A

Distribution of local sales and use taxes using per-capita basis

Attachment(s): no

MEETING DATE: JUNE 14, 2016

STAFF COMMENTS / RECOMMENDATION:

The Town of Stokesdale has been petitioning Guilford County to change its distribution method of sales and use taxes from the current ad-valorem basis to a per-capita basis; NC counties have a choice between these methods. Stokesdale recently proposed a resolution asking for the support of surrounding jurisdictions.

The Summerfield Finance Committee discussed the topic and details can be found in the 5/16 minutes within the packet. A motion was approved "that the Committee not take any action with this resolution at this time." The item is on the agenda to formally report the committee's recommendation.

NOTES:

TOWN COUNCIL COMMENTS / ACTION: