



Council budget amendment #1 for interim planning (FY13-14)

Attachment(s): yes

STAFF COMMENTS / RECOMMENDATION:

While recruiting for the Town Planner position, the manager recently entered into an interim planning contract with N-Focus Planning utilizing Planner Julie Reid. The contract is for \$9643.20 plus local, duty-related mileage, such as property inspections. The negotiated contract fees are considerably less than the previous interim planning costs and the arrangement is working well. The contact term is through September 6 with an option to extend. The manager requests a budget amendment in the amount of \$10,000 to maintain sufficient planning services. It is appropriate for these expenses to be paid through the Planning Services line item rather than directly from Salaries.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



Review Officer designation (Julie Reid)

Attachment(s): yes

STAFF COMMENTS / RECOMMENDATION:

The town is required to have a designated Review Officer to certify maps and plats and to record plats in Guildford County, and it is called for within the Summerfield Development Ordinance. The Review Officer does not need to be a planner, although this is a logical position to handle the duty. The town makes a recommendation to the county and it appoints; however, we must recommend a person and not a position. The county is eager for an appointment and the manager recommends that Julie Reid be designated until a full-time planner is appointed.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



Revision of Personnel Policies and Manual (statutory update)

Attachment(s): yes

STAFF COMMENTS / RECOMMENDATION:

North Carolina General Statutes § 160A-168 entitled "Privacy of employee personnel records" changed regarding employee records since the town Personnel Policies and Manual was last updated in the relevant section. While the town adheres to the newer statute in practice, the manual should be congruent with the wording and implementation.

Attached are two versions of the relevant page and section within the manual: one with the current wording and another with the proposed wording, which is copied straight from the statute. The manager recommends updating this page for accuracy and consistency.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



Town Hall external repairs/improvements

Attachment(s): no

STAFF COMMENTS / RECOMMENDATION:

The repairs/improvements project for Summerfield Town Hall has been on-going and predates the manager. Potential issues have included structural integrity, deteriorating brick and mortar joints on the exterior walls, cracked or missing mortar joints between the parapet wall tiles (capping tiles or "coping,") lack of water repellency, and water intrusion.

The town contracted with an engineering firm two years ago and spent approximately \$18,300 total evaluating, analyzing, and preparing repair costs. The resulting "estimate of probable construction cost" suggested an intensive \$445,900 renovation project that would require relocating staff for an extended period. There was also other local contractor input within that time period. Past assessment efforts and recommendations can be discussed as needed.

This project's completion is a priority this fiscal year. The manager contacted Pine Hall Brick for a recommendation regarding brick restoration and has met multiple times with a recommended contractor in recent weeks. The manager and contractor have a suggested plan of action and are finalizing details of a proposal that should be ready in time for the Council meeting. The manager will have a specific recommendation at that time.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



SAP Field House repairs/improvements

Attachment(s): no

STAFF COMMENTS / RECOMMENDATION:

Repairs/improvements for Summerfield Athletic Park's Field House Building are needed to improve drainage around the foundation and to correct other masonry concerns. Past assessment efforts can be discussed as needed.

This project's completion is a priority this fiscal year. The manager and town attorney have been working with a contractor as directed by Council, have a suggested plan of action, and a proposal is expected in time for the Council meeting. If the proposal is available in time to assess, the manager and attorney will have a recommendation at that time. The desire is to implement repairs by the end of August if possible, depending on final proposal pricing, level of formality desired or required with the bidding, and Council's decision about how to proceed.

NOTES:

TOWN COUNCIL COMMENTS / ACTION: