



**Town of Summerfield  
Agenda Item Cover Sheet**

**Agenda item: 9.A**

Meeting date: November 13, 2012

*Agenda item:*

**Revision of Cash Management and Investment Policy, including  
designation of Town Manager as Assistant Finance Officer**

*Attachment(s):* yes

*Requested by:* Finance Committee

*Department (if applicable):* Administration

*Staff comments/recommendations:*

The Finance Committee has been reviewing our current investment policy over the last few months for possible revision. The attached amended policy and exhibits are the result of those discussions, and Dana forwarded this for your review by email November 5. The attached documents are a clean version of what she provided. The original policy and the new policy are hybrids of the sample policies from the State and the Government Finance Officers Association.

*Notes:*

*Town Council action/comments:*



**Town of Summerfield  
Agenda Item Cover Sheet**

**Agenda item: 9.B**

Meeting date: November 13, 2012

*Agenda item:*

**Budget amendment for Summerfield Christmas Tree Lighting**

*Attachment(s):* yes

*Requested by:* Manager

*Department (if applicable):* Administration

*Staff comments/recommendations:*

The previous year's funding level (\$2000) is more in line with the plan for the event. Council and staff have jointly planned the main components and after carefully considering expenses, \$2000 is more realistic to adequately execute the tree lighting event as planned.

*Notes:*

*Town Council action/comments:*



**Town of Summerfield  
Agenda Item Cover Sheet**

**Agenda item: 9.C**

Meeting date: November 13, 2012

*Agenda item:*

**Budget amendment for traffic engineering related to Hwy. 220 widening**

*Attachment(s):* yes

*Requested by:* Manager

*Department (if applicable):* Administration

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*Staff comments/recommendations:*

Considering citizen concerns from Elmhurst Estates, Community Lutheran Church, fire and police departments, and the town's Public Safety Committee surrounding the Highway 220 widening project, Council recently directed the engagement of a traffic engineering firm to assist with everyone's efforts to assess improvements and solutions. Kimley-Horn and Associates was specifically suggested. The manager met with K-H and has a proposal (attached), but is also awaiting a second proposal from J.M. Teague Traffic Engineering, a firm that had contacted the town recently. Council had not budgeted for traffic engineering as the need had not been identified during budget deliberations, so this line item adjustment would be needed to cover those costs.

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*Notes:*

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*Town Council action/comments:*

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**Town of Summerfield  
Agenda Item Cover Sheet**

**Agenda item: 9.D**

Meeting date: November 13, 2012

*Agenda item:*

**Bid award for SAP Field House Repairs**

*Attachment(s):* yes

*Requested by:* Manager

*Department (if applicable):* Administration

*Staff comments/recommendations:*

The low bid from the RFP process was \$153,600 for repairs to the Field House per the specifications developed by Engineered Concepts. After further consideration and exploration, Council has indicated that it is not yet ready to award a contract for such extensive repairs. Meanwhile, the building is safe. The contract with Engineered Concepts has a provision that allows the town to suspend work. The Manager recommends that we formally vote to not award a contract at this time.

*Notes:*

*Town Council action/comments:*



**Town of Summerfield  
Agenda Item Cover Sheet**

**Agenda item: 9.E**

Meeting date: November 13, 2012

*Agenda item:*

**Consideration of whether to pursue a text amendment for temporary and/or accessory uses not addressed in current UDO**

*Attachment(s):* yes

*Requested by:* Manager

*Department (if applicable):* Planning

*Staff comments/recommendations:*

The current development ordinance does not allow (or perhaps does not sufficiently address) some temporary and/or accessory use situations, such as outdoor retail/food sales, transient sales, and drive-through coffee sales. The Zoning Board was recently asked to revisit a related past discussion about these types of businesses. The outcome was that the Zoning Board unanimously voted to ask Town Council if it would like a future text amendment recommendation from the Zoning Board. In other words, Council must direct the Zoning Board if it wants such a recommendation, and this is the only issue to consider at the November meeting.

Council decides whether or not to approve a text amendment. If you want the Zoning Board's input, do you want to direct staff and/or the Zoning Board to draft and suggest language for a text amendment? Another option is that the draft UDO (rewrite) already addresses these types of businesses (as least more specifically than the current ordinance), and you may want to simply consider its language for a text amendment. I am attaching this language from the draft UDO so you can better process your decision, but please understand that the Zoning Board is not recommending this wording, and a text amendment will require a public hearing and due process before adoption. Yet another option is to not act and wait on the new UDO to be adopted.

The Manager's recommendation is to simply consider the existing language from the draft UDO without engaging the Zoning Board if you are inclined to do a text amendment and desire these type of businesses. If not, you will want to rethink the proposed new UDO in relation to these sections.

*Notes and Town Council action/comments:*