

**COUNCIL MEETING
AGENDA**

**Pineville Meeting Hut
Tuesday, December 11, 2018
6:30 p.m.**



**PINEVILLE TOWN COUNCIL AGENDA
6:30 P.M. - PINEVILLE HUT MEETING FACILITY
TOWN OF PINEVILLE, NORTH CAROLINA
TUESDAY, DECEMBER 11, 2018**

- 1) **Call Meeting to Order:**
 - a) **Pledge Allegiance to the Flag: (DP)**
 - b) **Moment of Silence:**
- 2) **Adoption of Agenda:**
- 3) **Approval of the Minutes from the:** Regular and Closed Session Meetings of November 13, 2018.
- 4) **Consent Agenda:** a) *Financial Report as of November 30, 2018*
- 5) **Public Comment:**
- 6) **Public Hearings:**
 - A. For a Proposed Distribution Warehouse (*Travis Morgan*) – Applicant will present plans for a 250,000 square foot distribution warehouse on Downs Rd. (**ACTION ITEM**).
- 7) **Old Business:**
 - A. **Gym Floor at Community Center** (*Kristy Detwiler*)—Award contract to replace gym floor (**ACTION ITEM**).
- 8) **New Business:**
 - A. **Audit Presentation** (*Richard Dixon*) Representatives from Martin Starnes & Associates will be in attendance to present their annual audit findings (**INFORMATIONAL**).
 - B. **Adoption of Strategic Goals** (*Ryan Spitzer*) – Council will formally adopt the goals discussed at their Leadership Retreat on October 25, 2018 (**ACTION ITEM**).

C. Adoption of Classification & Compensation Plan (*Ryan Spitzer/Dornessa Froneberger*)- Council to formally adopt a Classification and Compensation Plan as recommended and presented by HR Consultant, Susan Manning (***ACTION ITEM***).

D. Staff Update:
1) *Manager's Report*
2) *Calendar of Events*

9) **Closed Session** - *Discussion of matters pursuant to NCGS 143-318.11(4)(Economic Development and (6) personnel matter.*

10) **Adjourn:**

If you require any type of reasonable accommodation as a result of physical, sensory, or mental disability in order to participate in this meeting, please contact Barbara Monticello, Clerk of Council, at 704-889-2291 or bmonticello@pinevillenc.gov. Three days' notice is required.



MINUTES

**Minutes from the Regular
and Closed Session Minutes
of November 13, 2018.**



**MINUTES OF THE
TOWN COUNCIL MEETING OF THE
TOWN OF PINEVILLE, NORTH CAROLINA
TUESDAY, NOVEMBER 13, 2018**

The Town Council of the Town of Pineville met in Regular Session and Closed Session on Tuesday, November 13, 2018 at 6:30 p.m. at the Hut Meeting Facility in Pineville.

ATTENDANCE

Mayor: Jack Edwards

Mayor Pro-Tem: David Phillips

Council Members: Debbie Fowler, Melissa Davis and Joe Maxim

Town Manager: Ryan Spitzer

Town Clerk: Barbara Monticello

CALL TO ORDER

The meeting was called to order by Mayor Jack Edwards at 6:29 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG

Town Manager, Ryan Spitzer, led the group in the Pledge of Allegiance.

MOMENT OF SILENCE

Mayor Edwards asked for a moment of silence for the Van Wyck Assistant Fire Chief that was hit and killed while directing traffic during a motor vehicle accident. He asked everyone to remember our First Responders – police, fire-fighters – our military and the people in California battling the worst brush fires ever. Additionally, one of our own police officers' was also hit by a car while directing traffic during an off-duty job. Officer Stewart was in the hospital with a possible fractured knee but will thankfully be OK. Mayor Edwards read a note he received from resident, Dottie Rae, thanking our Fire Department for installing smoke detectors in her house and all of the Pineville employees for all they do.

ORDER OF BUSINESS:

Adoption of the Agenda:

Mayor Edwards stated a revision to the agenda: Item 8B regarding police motorcycles, was removed from the agenda. Council Member Joe Maxim moved to approve the agenda with the change, seconded by Council Member Debbie Fowler. There were ayes by all and the agenda was adopted with the change.

Approval of the Minutes from the Regular and Closed Session Meetings of October 9, 2018, the Work Session Meeting of October 22, 2018 and the Strategic Planning Retreat of October 25, 2018.

Hearing no discussion on the minutes, Council Member Melissa Davis moved to approve all 3 sets of minutes as is. Mayor Pro Tem David Phillips seconded the motion and there were ayes by all to approve the minutes as is.

Consent Agenda:

The Consent Agenda consisted of the following items: a) *Financial Report as of September 30, 2018*; b) *Proclamation for Pineville United Methodist Church*. Mayor Pro Tem David Phillips moved to approve the Consent Agenda with Council Member Debbie Fowler seconding the motion. There were ayes by all and the motion passed 4-0.

PUBLIC COMMENT:

Kevin Kendrick – resident, Kevin Kendrick, spoke on behalf of the Pineville Neighbor's Place stating that to date in 2018 they have been able to help 289 people in need with approximately \$28,000 in rent and utility expenses. He thanked employees of Pineville Electric for taking up a food collection this year and he thanked members of the community for their support.

Paul Boyd – Mr. Paul Boyd of the Pineville Community Athletic Association (PCAA) provided a brief update of the group's activities during the past year as well as highlighting their steady growth in membership over the last several years. He extended a big "thank you" to the Pineville Town Council and Mecklenburg County for making it possible to enjoy a fantastic experience playing ball under the new lights installed earlier in the year. It was a \$200,000 job that couldn't have been done without the help of the contributions by the town and county and the support of the community.

PUBLIC HEARING – None.

OLD BUSINESS: None

NEW BUSINESS:

- A. Budget Amendment (Richard Dixon)** – Finance Director, Richard Dixon, presented a Budget Amendment to appropriate transportation funds received, Shop with a Cop funds received, as well as funds received for the Quiet Zone program for the railroad. Additionally, several transfers of funds were necessary for unexpected fees for a space needs analysis, to purchase a truck for Public Works and fund the Splash Pad/Dog Park projects. Hearing no comments, Council Member Debbie Fowler moved to approve the Budget Amendments, seconded by Council Member Melissa Davis. There were ayes by all. Mr. Dixon concluded by stating the audit results were in and no major issues were found. Additionally, we earned the best possible rating.
- B. Repair/Replace Gym Floor (Kristy Detwiler)** – Parks and Recreation Director, Kristy Detwiler, stated that she had obtained quotes for repairing the gym floor at the Belle Johnston Center or replacing it altogether. Recent heavy rains, along with inadequately sized gutters, caused a lot of water damage to the gym floor at the Belle Johnston Community Center. After some discussion it was decided because of the high amount of the insurance deductible, the extent of the damage and the age of the gym floor being 23 years old, it wasn't worth repairing it and the consensus was to replace it altogether. Two quotes had been obtained but a third would be necessary before a decision could be made on what contractor to select. Additionally, Council requested an itemized breakdown of the quotes that were obtained as well as the third one to be obtained. Mayor Pro Tem David Phillips moved to approve replacing the gym floor provided that a third quote be obtained as well as itemized quotes. Council Member Melissa Davis seconded the motion and there were ayes by all.
- C. Staff Update:** Mr. Spitzer provided an update on the following:
- Pineville Volunteer Fire Department's Holiday Party was scheduled for Monday, November 26th. Work Session originally scheduled for that day has been moved to Tuesday, November 27th at Pineville PD Training Center on the second floor.
 - Worked on RFQ for new town hall/library – ad will be placed in newspaper and on town website.
 - Canine Cero was taken to the vet today – not sure at this point what is wrong.
 - On the tail end of the Brownfields project. Last of the soil samples were taken and results are due back on November 16th. Results to be forwarded to DEQ by November 21st.

At 7:06 p.m. Mayor Edwards called for a recess before moving to Closed Session.

CLOSED SESSION: Mayor Pro Tem Phillips motioned to move into Closed Session at 7:40 p.m., seconded by Council Member Fowler. There were ayes by all and they entered Closed Session per NCGS 143-318.11(6). Once in Closed Session, a personnel issue was discussed at length. At 9:06 p.m. a motion was made and seconded to exit the Closed Session and re-enter Open Session. There were ayes by all and Council went back into Open Session.

Mayor Pro Tem David Phillips moved to approve a 5% raise for Town Manager, Ryan Spitzer. Council member Joe Maxim seconded the motion and there were ayes by all to approve the salary increase.

ADJOURNMENT: At 9:08 p.m., a motion was made by Council Member Debbie Fowler and seconded by Mayor Pro Tem Phillips to adjourn the meeting. There were ayes by all and the meeting adjourned.

Mayor Jack Edwards

ATTEST: _____
Barbara Monticello, Town Clerk

CONSENT AGENDA ITEMS

a) Financial Report as of 11/30/18

Town of Pineville
 Budget vs. Actual
 11/30/2018

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Property Tax	\$ 6,475,000	\$ 2,276,042	35.15%
Prepared Food Tax	625,000	367,544	58.81%
Room Occupancy	590,000	198,175	33.59%
Franchise Tax	900,000	236,116	26.24%
Sales Tax	1,200,000	472,645	39.39%
Storm Water	405,000	140,526	34.70%
Powell Bill	201,760	103,807	51.45%
Other	1,356,947	841,115	61.99%
Appropriated F/B - Cultural Reserve	68,000	68,000	100.00%
Appropriated F/B - Restricted Police	166,000	166,000	100.00%
Appropriated F/B General	572,925	572,925	100.00%
Total	\$ 12,560,632	\$ 5,442,896	43.33%
Expenditures			
Governing Board	\$ 210,861	\$ 146,177	69.32%
Administration	792,274	280,194	35.37%
Zoning	329,513	134,111	40.70%
Police	5,140,987	2,336,346	45.45%
Fire	2,037,600	403,824	19.82%
Public Works	711,005	250,682	35.26%
Powell Bill	410,488	305,390	74.40%
Storm Water	594,000	146,842	24.72%
Sanitation	437,750	169,988	38.83%
Recreation	469,851	213,488	45.44%
Cultural/Tourism	1,334,503	531,798	39.85%
Cemetery	4,000	927	23.18%
Contingency	87,800	-	0.00%
Total	\$ 12,560,632	\$ 4,919,767	39.17%

Town of Pineville
Electric Fund
11-30-2018

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Electric	12,984,851	5,195,584	40.01%
Expenditures			
Administration & Billing Support	468,371	224,627	47.96%
Purchased electricity	9,146,980	3,568,980	39.02%
Operations and Maintenance	3,369,500	540,639	16.05%
Total	<u>12,984,851</u>	<u>4,334,245</u>	<u>33.38%</u>

Town of Pineville
ILEC Telephone Fund
11/30/2018

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Revenues	1,604,540	587,043	36.59%
Telephone Reserves	1,510,610	1,510,610	100.00%
Total Revenue	<u>3,115,150</u>	<u>2,097,653</u>	<u>67.34%</u>
Expenditures			
Operating Transfer Out	499,357	-	0.00%
Operating Expenses	1,216,043	467,225	38.42%
Plant under Construction	<u>1,399,750</u>	<u>36,480</u>	<u>2.61%</u>
Total	<u>3,115,150</u>	<u>503,704</u>	<u>16.17%</u>

Town of Pineville
 CLEC Telephone Fund
 11/30/2018

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Revenue	999,254	417,118	41.74%
Transfer from ILEC	499,357		0.00%
Total	<u>1,498,611</u>	<u>417,118</u>	27.83%
Expenditures			
Operating Expenses	1,347,211	511,485	37.97%
Plant under Construction	<u>151,400</u>	<u>-</u>	<u>0.00%</u>
Total	<u>1,498,611</u>	<u>511,485</u>	34.13%

Town Of Pineville

Johnston Road Realignment

11/30/18

	FY17	FY18	FY19	Total Project	Project Budget
<u>Road Realignment Revenue</u>					
DOT grant	-	-	-	-	
General Fund Balance				1,957,000	1,957,000
Total Road Realignment Revenue	-	-	-	1,957,000	1,957,000
<u>Road Realignment Expense</u>					
Land/Building	-	731,228		731,228	725,000
Engineering	-	74,089	20,477	94,566	307,000
Construction	-	-		-	925,000
Total Road Realignment Expense	-	805,317	20,477	825,794	1,957,000

Town Of Pineville
 Splash Pad/Dog Park
 11/30/18

	FY17	FY18	FY19	Total Project	Project Budget
Cultural & Tourism Reserves	-			361,460	361,460
Part F Grant	-	-	74,017	361,460	361,460
Total Part F Grant Revenue	-	-	74,017	722,920	722,920
Part F Grant Expense 6201.7200.70	32,656	61,816	89,715	184,187	722,920
Total Part F Grant Expense	32,656	61,816	89,715	184,187	722,920

Public Hearings

A) Proposed Distribution Warehouse

Memorandum



To: Town Council
From: Travis Morgan
Date: 12/11/2018
Re: 250,000 sqft. Warehouse Conditional Zoning Request *(Public Hearing/Action Item)*

UPDATE:

- 1) Turn radius diagrams showing tractor trailer turns will not cross into opposing lanes.
- 2) NCDOT statement of no required road improvements. **(Applicant has not yet provided)**
- 3) No parking/loading/staging of vehicles or materials off site such as parking along Downs Road. Any occurrence shall be a zoning violation.
- 4) Clarification on zoning of adjacent 3 parcels that are currently two homes and contractor's yard/junkyard. All are currently zoned G-I general industrial. No new homes could be built there without rezoning and council approval.

BACKGROUND:

Any single tenant over 100,000 requires conditional approval from Council and a traffic impact analysis.

PROPOSAL:

John Core on behalf of Beacon Development seeks your approval for a conditional zoning plan for a 250,000 square foot warehouse and distribution building for the 43.7 acre parcel on Down Road just South of Eagleton Downs. Most of the property is floodplain and a buffer of 100+ feet per ordinance will be provided adjacent to the Southern two residential properties.

General site information:

Address: 12115 Downs Road
Tax Parcel: 20519102
Property Acres: 43.7 acres
Area out of floodplain: 18.5 acres

Warehouse information:

Warehouse Size: 250,000 square feet
Parking: 85 provided additional 130 spaces possible
Loading: 47 Tractor trailer parking spaces excluding loading door areas

Traffic Study Summary:

The findings of the traffic study found no significant impact and recommended no offsite improvements. The site entrance interchange found a level of service (LOS) of B or better

meaning a vehicle delay of 10-15 seconds and the longest show queue on Downs being 77 feet or 3-4 cars during peak traffic. The finding was consistent with the area. No more than 4 vehicles were calculated to be added during a turn signal cycle at 51 and Downs stoplight.

STAFF COMMENTS:

Staff finds the proposed use consistent with the area. Other warehouse and distribution in the area include FedEx and Jason's Deli distribution building. Staff recommends the following notes:

- 1) Staff to review final designed proposal for compliance with landscaping, sidewalks, etc.
- 2) Entry turn radius being designed so as not to cross into opposing lanes.
- 3) Final drawings to be approved by NCDOT (applicant shall be required to complete any DOT recommended improvements)
- 4) Staff to review improved front facing warehouse façade to include cornice or similar design elements unless a street front building is built.
- 5) No parking/loading/staging of vehicles or materials off site such as parking along Downs Road. Any occurrence shall be a zoning violation.
- 6) 100 foot undisturbed buffer adjacent to the two residential homes so long as they remain residential unless the property owners would prefer something else.
- 7) Allow for future commercial building along the street front if it meets zoning requirements.
- 8) Rear storage area shown on the plan be screened with solid 6' fence should the area be used for outdoor storage.

PROCEDURE:

This is the public hearing for Council to gain input from staff, public, and the applicant about the proposal. This meeting is to familiarize you with the applicant's request and to hear any public comment. This follows standard legislative approval process. There are no findings of facts needed. If you have all the information needed to make a decision you may; at your discretion, close the public hearing and make a vote.

CONCEPT SITE PLAN
 FOR
DOWNNS ROAD SPEC BUILDING
 PINEVILLE, NORTH CAROLINA

BIN-WECK LLC
 500 EAST MOREHEAD STREET
 SUITE 200
 CHARLOTTE, NC 28202



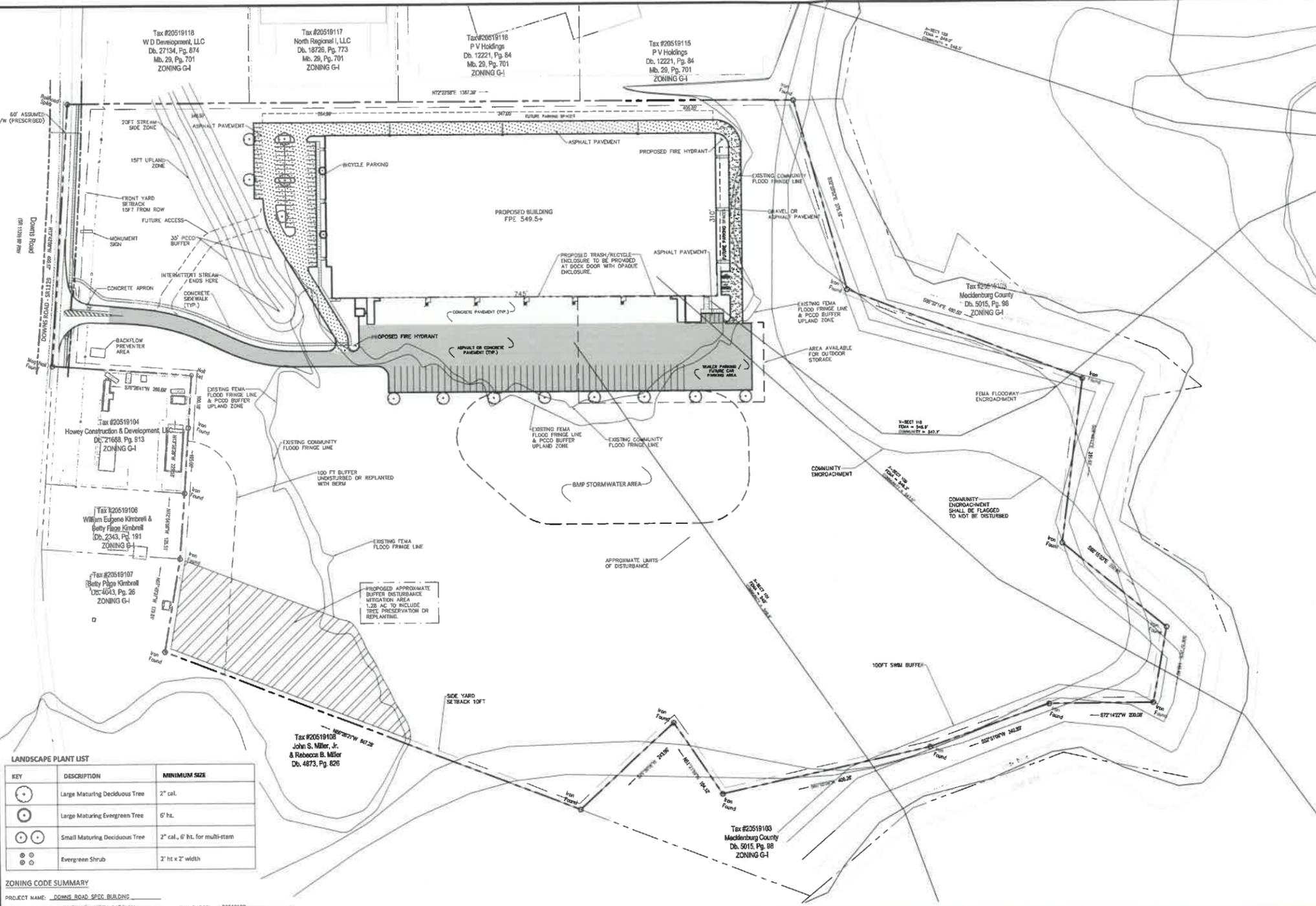
JOB #	18048
DATE	
SCALE	1" = 80'
DRAWN BY	JMB
APPROVED BY	JCO
CP2.0	

PCCO SUMMARY	
ORIGINAL PARCEL ID NUMBER	20818102
DEVELOPMENT TYPE	INDUSTRIAL
SUBJECT TO PCCO? Y/N	YES
WATERSHED	PINEVILLE PC DISTRICT
DISTURBED AREA (AC)	16.79 AC
SITE AREA (AC)	43.74 AC
EXISTING BUILT-UPON AREA (SF)	0 SF
EXISTING BUA TO BE REMOVED (SF)	0 SF
EXISTING BUA TO REMAIN (SF)	0 SF
PROPOSED NEW BUA (SF)	448,062 SF
PROPOSED % BUA	52.6%
WEIGHT (TONS/AC)	HIGH
TOTAL POST-PROJECT BUA FOR SITE	448,062 SF
DEVELOPMENT OR REDEVELOPMENT?	DEVELOPMENT
NATURAL AREA REQUIRED (AC)	7.83 AC
NATURAL AREA PROVIDED (AC)	25.6 AC
TOTAL STREAM BUFFER PROTECTED	-
ON-SITE (AC)	-
TRANSIT STATION AREA? Y/N	NO
DISTRESSED BUSINESS DISTRICT? Y/N	NO
MITIGATION TYPE (IF APPLICABLE)	N/A
NATURAL AREA WITHIN? Y/N	NO
BUFFER MITIGATION? Y/N	YES
TOTAL PHOSPHOROUS MITIGATION? Y/N	NO

BUFFER DISTURBANCE SUMMARY	
TOTAL BUFFER DISTURBANCE	1.60 AC
EXEMPT DISTURBANCE AREA	3.72 AC
MITIGATED DISTURBANCE AREA	1.26 AC (SEE PLAN)

SITE DEVELOPMENT DATA:
 -ADDRESS: 46.77 ACRES
 -TAX PARCEL #: 20818102
 -EXISTING ZONING: G-1
 -EXISTING USE: VACANT
 -PROPOSED USE: INDUSTRIAL
 -PROPOSED FLOOR AREA RATIO: AS ALLOWED IN THE G-1 ZONING DISTRICT.
 -PARKING: AS ALLOWED BY THE OPTIONAL PROVISIONS BELOW WILL BE PROVIDED.

1) GENERAL PROVISIONS:
 a. UNLESS DEVELOPED FOR A BY-RIGHT USE ALLOWED IN G-1, LESS THAN 100,000 SF, ALL CONDITIONS AND REQUIREMENTS IN THIS PLAN SHALL APPLY FOR DEVELOPMENT OF THE SITE.
 b. ZONING DISTRICT/ORDINANCE DEVELOPMENT OF THE SITE WILL BE GOVERNED BY THE CONCEPT SITE PLAN AS WELL AS THE APPLICABLE PROVISIONS OF THE TOWN OF PINEVILLE ZONING ORDINANCE (THE "ORDINANCE") DATED MARCH 15, 2018.
 c. SHOWN AND ALTERATIONS, THE SCHEMATIC DEPICTIONS OF THE USES, PARKING AREAS, SIDEWALKS, STRUCTURES AND BUILDINGS, DRIVEWAYS, STREETS AND OTHER DEVELOPMENT MATTERS AND SITE ELEMENTS (COLLECTIVELY THE "DEVELOPMENT/SITE ELEMENTS") SET FORTH ON THE CONCEPT SITE PLAN SHOULD BE REVIEWED IN CONJUNCTION WITH THE PROVISIONS OF THESE DEVELOPMENT STANDARDS. THE LAYOUT, LOCATIONS, SIZES AND FORMULATIONS OF THE DEVELOPMENT/SITE ELEMENTS SPECIFIED ON THE CONCEPT SITE PLAN ARE GRAPHIC REPRESENTATIONS OF THE DEVELOPMENT/SITE ELEMENTS PROPOSED. CHANGES TO THE CONCEPT SITE PLAN NOT ANTICIPATED BY THE CONCEPT SITE PLAN WILL BE REVIEWED AND APPROVED.
 d. SINCE THE PROJECT HAS NOT UNDERGONE THE DESIGN DEVELOPMENT AND CONSTRUCTION PHASES, IT IS INTENDED THAT THIS CONCEPT SITE PLAN PROVIDE FLEXIBILITY IN ALLOWING SOME ALTERATIONS OR MODIFICATIONS FROM THE GRAPHIC REPRESENTATIONS OF THE DEVELOPMENT/SITE ELEMENTS. THEREFORE, THERE MAY BE INSTANCES WHERE MINOR MODIFICATIONS WILL BE ALLOWED WITHOUT REQUIRING THE ADMINISTRATIVE AMENDMENT PROCESS.
 e. THE PLANNING DIRECTOR WILL DETERMINE IF SUCH MINOR MODIFICATIONS ARE ALLOWED PER THIS AMENDED PROCESS, AND IF IT IS DETERMINED THAT THE ALTERATION DOES NOT MEET THE CRITERIA DESCRIBED ABOVE, THE PETITIONER SHALL THEN FOLLOW THE ADMINISTRATIVE AMENDMENT PROCESS.
 f. NUMBER OF BUILDINGS PRINCIPAL AND ACCESSORY: THE TOTAL NUMBER OF PRINCIPAL BUILDINGS TO BE DEVELOPED ON THE SITE SHALL NOT EXCEED 1. ACCESSORY BUILDINGS AND STRUCTURES LOCATED ON THE SITE SHALL NOT BE CONSIDERED IN ANY LIMITATION ON THE NUMBER OF BUILDINGS OR STRUCTURES ACCESSORY BUILDINGS AND STRUCTURES WILL BE CONSTRUCTED UTILIZING SIMILAR BUILDING MATERIALS, COLORS, ARCHITECTURAL ELEMENTS AND DESIGN AS THE PRINCIPAL BUILDING LOCATED ON THE SITE. ACCESSORY STRUCTURES/BUILDINGS INCLUDE STRUCTURES AND BUILDINGS SUCH AS BUT NOT LIMITED TO: EQUIPMENT ENCLOSURES, DAMPENER ENCLOSURES, GAZEBOS, TRELISES, STORAGE BUILDINGS AND DOES NOT INCLUDE EXTERIOR EQUIPMENT.
 g. PERMITTED USES & DEVELOPMENT AREA LIMITATION:
 1. ALL USES ALLOWED BY RIGHT IN THE G-1 ZONING DISTRICT EXCEPT THOSE DEFINED AS CLASS 2 MANUFACTURED GOODS.
 2. OUTDOOR STORAGE IS PERMITTED IN THE IDENTIFIED AREA ON THE CONCEPT SITE PLAN FOR THE STORAGE OF PIPE, PILING SYSTEMS AND EQUIPMENT, SCAFFOLDING SYSTEMS, STORAGE CONTAINERS, METAL BUILDING PRODUCTS, SPOOLS OF WIRE, SIKING, LUMBER, MASONRY PRODUCTS, ROOFING MATERIALS, FENCING MATERIALS, GEOTEXTILE FABRICS, MECHANICAL EQUIPMENT, AND PALLETS.
 h. ACCESS AND TRANSPORTATION:
 1. ACCESS TO THE SITE WILL BE FROM DOWNNS ROAD IN THE MANNER GENERALLY DEPICTED ON THE CONCEPT SITE PLAN.
 2. THE PETITIONER WILL PROVIDE A FIVE (5) FOOT SIDEWALK ALONG DOWNNS ROAD AS GENERALLY DEPICTED ON THE CONCEPT SITE PLAN.
 3. THE PLACEMENT AND CONFIGURATION OF THE VEHICULAR ACCESS POINT IS SUBJECT TO ANY MODIFICATIONS REQUIRED TO ACCOMMODATE FINAL SITE DEVELOPMENT AND CONSTRUCTION PLANS AND TO ANY ADJUSTMENTS REQUIRED FOR APPROVAL BY NCDDOT IN ACCORDANCE WITH APPLICABLE PUBLISHED STANDARDS.
 4. THERE SHALL BE NO PARKING PROVIDED ALONG DOWNNS ROAD.
 5. THE ALIGNMENT OF THE INTERNAL VEHICULAR CIRCULATION AND DRIVEWAYS MAY BE MODIFIED BY THE PETITIONER TO ACCOMMODATE CHANGES IN TRAFFIC PATTERNS.
 6. THE ROADWAY IMPROVEMENTS REQUIRED BY THE DEVELOPMENT OF THE SITE MUST BE SUBSTANTIALLY COMPLETED PRIOR TO THE ISSUANCE OF THE FIRST CERTIFICATE OF OCCUPANCY FOR THE FIRST BUILDING ON THE SITE, SUBJECT TO THE ABILITY OF THE PETITIONER TO POST A LETTER OF CREDIT OR A BOND FOR ANY IMPROVEMENTS NOT IN PLACE AT THE TIME THE FIRST CERTIFICATE OF OCCUPANCY IS ISSUED.
 7. ENVIRONMENTAL FEATURES:
 a. THE PETITIONER SHALL COMPLY WITH THE TOWN OF PINEVILLE APPROVED AND ADOPTED POST CONSTRUCTION CONTROLS ORDINANCE.
 b. THE LOCATION, SIZE AND TYPE OF 30' REVIEW AND APPROVAL AS PART OF THE FULL DEVELOPMENT PLAN SUBMITTAL AND ARE NOT IMPROVISED APPROVED WITH THIS ZONING. ADJUSTMENTS MAY BE NECESSARY IN ORDER TO ACCOMMODATE ACTUAL STORM WATER TREATMENT REQUIREMENTS AND NATURAL SITE DISCHARGE POINTS. THE STORM WATER DETENTION WATER QUALITY AREA WILL BE SETBACK/BUFFERED FROM THE PROPOSED BUILDING BY A COMBINATION OF TREES AND SHRUBS AS GENERALLY DEPICTED ON THE CONCEPT SITE PLAN. THE FINAL ARRANGEMENT OF TREES AND SHRUBS TO BE DETERMINED DURING THE LAND DEVELOPMENT APPROVAL PROCESS.
 8. SIGNAGE:
 a. AS ALLOWED BY THE G-1 ZONING DISTRICTS.
 9. AMENDMENTS TO THE CONCEPT SITE PLAN:
 a. FUTURE AMENDMENTS TO THE CONCEPT SITE PLAN (WHICH INCLUDES THESE DEVELOPMENT STANDARDS) MAY BE APPLIED FOR BY THE THEN OWNER OR OWNERS OF THE APPLICABLE DEVELOPMENT AREA PORTION OF THE SITE AFFECTED BY SUCH AMENDMENT.
 b. BINDING EFFECT OF THE CONCEPT SITE PLAN:
 1. IF THIS CONCEPT SITE PLAN IS APPROVED, ALL CONDITIONS APPLICABLE TO THE DEVELOPMENT OF THE SITE IMPOSED UNDER THE CONCEPT SITE PLAN WILL UNLESS AMENDED IN THE MANNER PROVIDED UNDER THE ORDINANCE, BE BINDING UPON AND INURE TO THE BENEFIT OF THE PETITIONER AND SUBSEQUENT OWNERS OF THE SITE AND THEIR RESPECTIVE HEIRS, DEVISEES, PERSONAL REPRESENTATIVES, SUCCESSORS IN INTEREST OR ASSIGNS.



LANDSCAPE PLANT LIST

KEY	DESCRIPTION	MINIMUM SIZE
⊕	Large Maturing Deciduous Tree	2" cal.
⊙	Large Maturing Evergreen Tree	6' ht.
⊖	Small Maturing Deciduous Tree	2" cal., 6' ht. for multi-stem
⊗	Evergreen Shrub	2' ht x 2' width

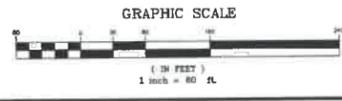
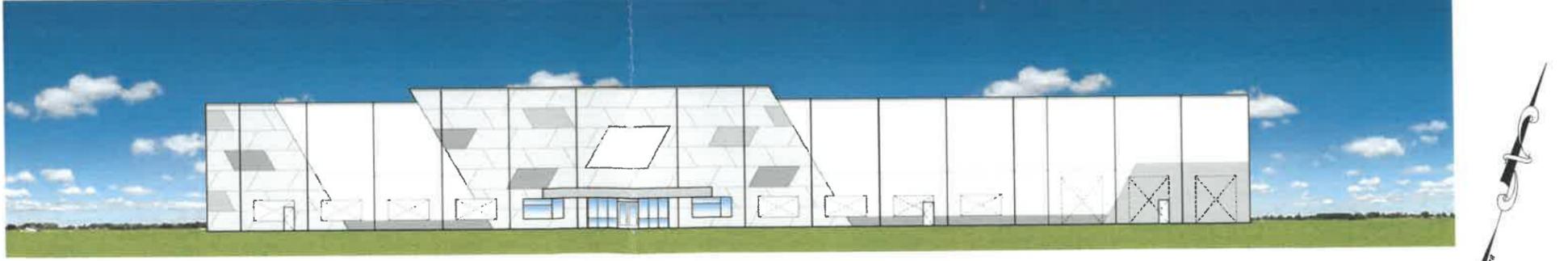
ZONING CODE SUMMARY

PROJECT NAME: DOWNNS ROAD SPEC BUILDING
 PROJECT ADDRESS: PINEVILLE, NORTH CAROLINA
 OWNER: BIN-WECK LLC
 OWNER ADDRESS: 500 E. MOREHEAD ST., SUITE 200, CHARLOTTE, NC 28202
 PLANS PREPARED BY: ORSBORN ENGINEERING GROUP
 ZONING: G-1
 PROPOSED USE: WAREHOUSE

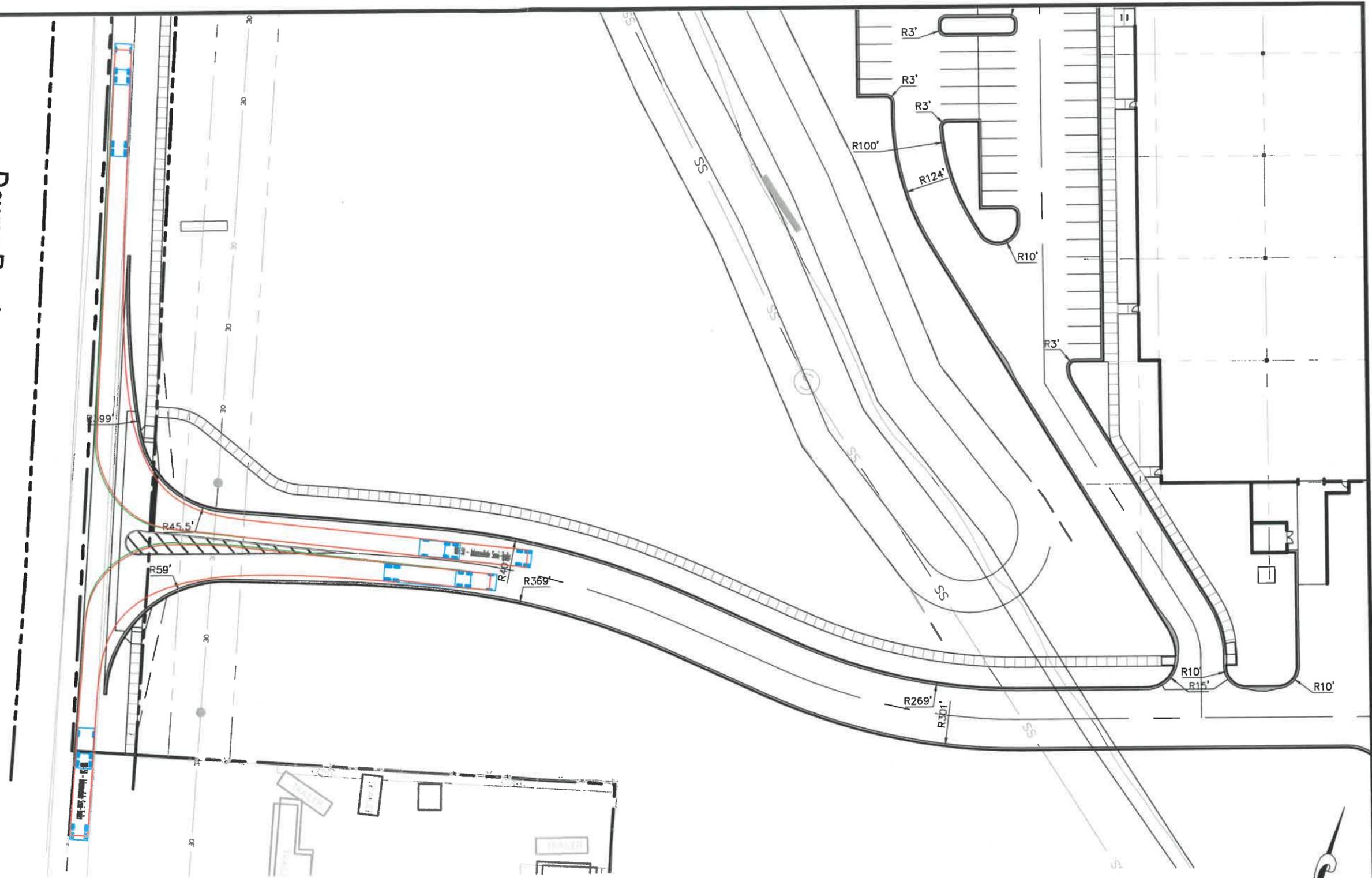
YARD REQUIREMENTS:
 SETBACK (FRONT): 15 FT. FROM R/W
 SIDE YARD: 5 FT.
 REAR YARD: 10 FT.
 IMPERVIOUS COVERAGE: 448,062 SQ. FT. / ACRES

INTERIOR LANDSCAPING:
 REQUIRED: 44,806 SQ. FT.
 PROVIDED: 44,806+ SQ. FT.

PARKING DATA:
 AUTOMOBILE:
 1 PER 1,000 SF WAREHOUSE REQUIRED
 250,000 SF / 1000 SF = 250 PARKING SPACES REQUIRED
 85 PARKING SPACES PROVIDED + 130 +/- FUTURE SPACES
 BICYCLE:
 SHORT TERM: 1 PER 50 PARKING SPACES = 2 REQUIRED
 LONG TERM: NONE REQUIRED
 LOADING:
 3 + 1 PER BSK ABOVE 6SK = 5 REQUIRED (12'-35', EVERY 3RD BERTH MUST BE 12'-60" OR PROVIDED)
 SOLID WASTE: PROVIDED IN ENCLOSURE WITH SOLID WALLS OR FENCE AND GATES.
 SITE LIGHTING: PER ORDINANCE REQUIREMENTS

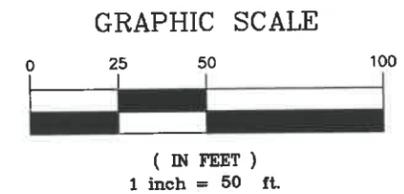


Downs Road
(SR 1129) 60' RIW



ORSBORN ENGINEERING GROUP
610 EAST MOREHEAD STREET, SUITE 106
CHARLOTTE, NC 28202
P) 704-749-1432 • F) 704-749-1433

DOWNSD ROAD CONCEPT
PINEVILLE, NORTH CAROLINA



OLD BUSINESS

A. Gym Floor Replacement

MEMO

To: Mayor and Council
From: Kristy Detwiler
Date: 12/6/18
Re: Gym Floor



Additional information

The Sport Court Wood Floor System is much higher because it is a raised floating floor system that allows the floor to adapt to humidity level changes and if there is any future water damage it could easily be dried. They gave an example of a floor that was installed and 2 days later the bleachers in the gym caught fire due to a rag that combusted in a trash can; the sprinkler system went off; the fire department came and in the end there was about 400 gallons of water removed from the gym floor. They replace about 8' square of flooring and the rest of the floor was not damaged.

All other wood floor quotes are for fixed floor systems similar to the existing floor.

If a synthetic flooring is the option you choose all door transitions will have about a 2" gap and will not meet ADA requirements, goals will need to be lowered and we will need to purchase a floor scrubber.

Wood flooring cost more upfront (for about the first 15-20 years) until you have to replace the synthetic floor the cost of wood decreases.

Background Information

At the November Council Meeting, Parks and Recreation gave a short presentation on the damage that flooding had caused to the gym floor. Repairs were quoted between \$31,000 and \$37,500 while new flooring options have been quoted between \$60,000 and \$111,000. The low quote is for a synthetic floor while the high quote is for a floating wood floor. The lifespan for the current flooring is 25-30 years and it has been at the Belle for 23 years.

Summary of Water Damage to the Gym Floor and Previous Council Summary

During a heavy rain early July (4" in under 2 hours) - rain water came in the front gym door closest to the entrance. The water was immediately mopped up. Approximately 3 weeks later some of the gym floor pieces started coming up. It was determined that this was a result of the buildings 4" gutters and downspouts with guards that are not able to carry this amount of rain. As a result, rain just ran off the roof and puddled in the low lying area of the gym door.

I reached out to Kevin at Carolina Harwood who has repaired/refinished the gym and Hut floors for several years. He took moisture readings that came out very high in a much larger area than we expected. Kevin said I needed to contact a water restoration company and suggested The Drying Center.

I reached out to Reed at The Drying Center who took action to remove the flooring at the door where the damage occurred. Reed indicated that it would cost between \$19,000 - \$22,000 to demo, tent the floor and use desiccant dehumidifiers.



I spoke with Richard about contacting the town's insurance about the damage.

After meeting with Charles Hines the insurance adjuster he indicated the town's deductible was \$50,000. The League of Municipalities has indicated that the two water damaged areas are considered two separate claims.

My next step was to reach out to a few different restoration companies to get quotes on drying the floor. After meeting with over 17 different companies; all of which had a different remedy. Some were honest and said there was nothing they could do; there was no way to dry under the wood floor because of the carpet and poly layers were barriers and there was no way to raise the floor and dry all the layers.

Early September while I was dust mopping the gym floor I noticed the paint was cracked along the border of the court to the right as you enter the gym. This is a result of this area being under grade. The issue was repaired about 12 -15 years ago; digging out along the building and adding a moisture lock barrier on the wall to keep moisture out as well as installing a gravel drainage area in the court yard area.

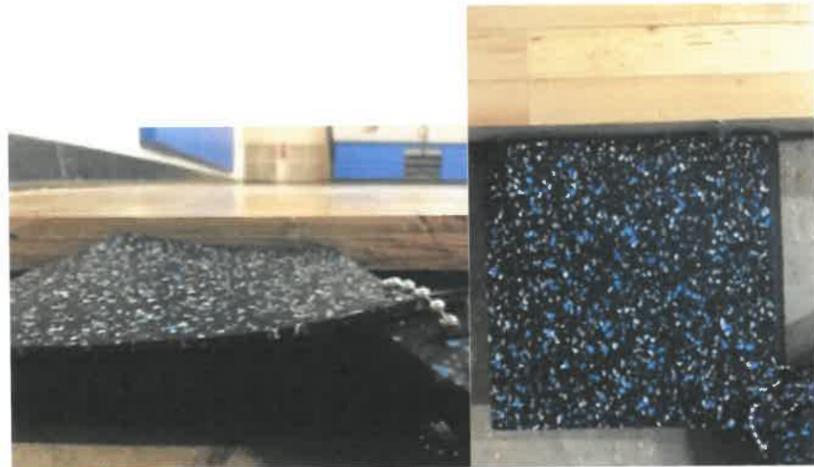


Several issues that make repair/replacement difficult:

- The gym floor is no longer available.
- The gym floor was originally carpet; the carpet was not removed before the wood floor was installed.
- A layer of poly was installed on top of the carpet before installing the wood floor which caused the carpet and poly to hold moisture.
- The carpet/poly layer throws off the leveling of a new floor.
- The moisture issue that occurred in the area that is under grade will continue to be a problem. No company will guarantee a moisture barrier in this area so it has been recommended that we install removable rubber tiles along the border of the gym floor. The tiles can easily be removed the floor dried and replace the tiles.
- There is no way to dry under the damaged area because the carpet and poly are acting as a barrier. The floor will need to be removed.

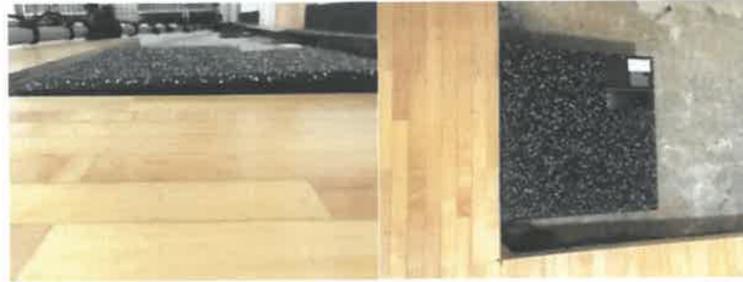
My last resort was to reach out to Gym Floor Companies in the area. I met with Sport Court Carolinas. Their recommendation was to replace the whole floor; they could not repair. Lastly, I met with Matt from The Sports Flooring Group. He took the time to research and come up with a solution so we would not have to replace the entire floor. Matt suggested removing the damaged area and replacing it with rubber tiles so that they can be removed to allow for ease of drying in the future. He stated the area that is under grade will continue to be a moisture problem. Matt has given us two options for rubber tiles.

- Option 1 – These rubber tiles are lower than the gym floor so concrete will need to be poured to raise the floor up before installing the tiles. When a new gym floor is installed the concrete will need to be removed.



-
-

Option 2 – These tiles are higher than the floor so a metal stipe will need to be installed at the joint where the wood meets the rubber tile.



Steps to alleviate any further damage during heavy rains performed by the Park Maintenance Department

1. Installed new drainage pipe from downspouts.
2. Check and clean out drain pipes that run from the building downspouts.
3. Removed guards from gutters in the affected areas.
4. Install poly and sand bags at gym doors during heavy rain until problems are fixed.
5. Created a swell at the rear of the gym/courtyard area.
6. On kitchen side of building - rerouted downspouts to existing underground drainage. This step was performed above ground due to the concrete pads that the A/C units sit on.

Attachments

Matrix of Quotes

Floor Company	Wood Option	Synthetic	Additional cost	Lifespan	Yearly Maintainance	10 Maintenance	15-20 yr. Maintenance
The Sports Flooring Group							
AACER Scisser Loc II	\$ 111,028.00			50 - 60 yrs*	\$3,000.00	\$18,000	
ECORE		\$ 101,350.00		15-20 yrs	Purchase Auto Scrub Machine		\$72,000
Rex Court		\$ 91,850.00		15-20 yrs	\$2,000 - \$5,000 plus cleaning supplies		\$63,000
*subfloor will last longer							
**Concrete slab will need to be profiled for levelness once demo is complete. May have a change order prior to new floor installation. Level Specs: 1/8" in 10' for synthetic and 1/4" in 10' for wood.							
			\$8,000-\$12,000				
Sport Court Carolina**							
Connor Rezill Cush II	\$ 83,567.00						
**Sanding machine electrical requirments - 3 phase power will require an electrician to make connection to power/cost not included.							
Royalwood							
Connor Alliance Anchored Sys.	\$ 76,727.00			50 yrs.			
Moose Sports Game Court PVC		\$ 58,797.00		15-20 yrs.			
Haldeman Homme, Inc.							
Robbins Bio Cushion Maple Sys	\$ 75,000.00						

NEW BUSINESS

- A. Audit Presentation**
- B. Adoption of Strategic Goals**
- C. Adoption of Classification-
Compensation Plan**
- D. Staff Update:**
 - 1) Manager's Report*
 - 2) Calendar of Events*

Memorandum



To: Mayor and Town Council

From: Ryan Spitzer

Date: 12/7/2018

Re: Council Strategic Visioning Retreat

Overview:

Council held a Strategic Visioning Retreat on October 25, 2018. At the retreat Council heard of best practices and discussed their vision of the town in the next one (1) to five (5) years. Out of these discussions Council agreed on six (6) Pillars for staff to focus on in the upcoming years.

After the adoption of these Pillars staff will work to formulate action items that will successfully accomplish these Pillars in the near future and over the next three (3) to five (5) years. As part of the budgeting process, staff will also look to budget towards these priorities. Council will see these Pillars as a fundamental part of future budgets.

The facilitator suggested that Council hold a comprehensive retreat, such as this one every two (2) to three (3) years to make sure that the strategic goals are still the same and to make any adjustments as needed.

Attachments:

Strategic Vision Final Report
Strategic Visioning Pillars

Recommendation:

Adopt the Strategic Goals formed at the Council Retreat



Pineville City Council Retreat

Final Report

November 9, 2018

Introduction

The Pineville City Council held a Strategic Visioning Retreat on October 24, 2018 for the purpose of developing a cohesive strategic vision for the future of the City of Pineville. Each member of the Council attended the retreat, along with the City Manager and the Clerk. Strategic Government Resources (SGR) facilitated the retreat.

This report is a summary of the key items that the Council discussed.

Reputational Drivers

Reputational Drivers answer the question, "What do we want to be known for?" The Council indicated that as they look into the future, these things should drive their reputation.

- Maintain small town charm
- Provide a variety of housing options
- Excellent connectivity and mobility
- Safe
- Great amenities
- Arts friendly
- Good Parks and Recreation Programs

SWOT Analysis

The Council did a SWOT Analysis of the City of Pineville as preparation to identify what the key parts of their strategic vision should be. These are the things that the Council identified.

Strengths

- People
- Employees of the City
- Infrastructure

- United Vision
- Balance between residential homes and retail

Weaknesses

- Roads-especially in old town
- Improvement is needed in some departments
- The number of rental houses in comparison with single family homeowners
- Consistent code enforcement
- Vacancies in retail shops
- Too much dependence upon retail
- Uncertain future for retail malls
- Need more flexibility in zoning regulations and signage regulations

Opportunities

- Potential of Lending Tree Relocation
- Potential of light rail
- Population increase
- Expertise that new residents will bring
- Bond Referendum
- Active PTA
- Volunteer Fire Department expansion

Threats

- Lack of infrastructure for growth
- Mall closure
- Increased crime
- Qualified future volunteer leadership

Pillars of the Future Vision

The Council identified several key components of their vision for the future. This involved selecting some pillars that uphold the vision, meaning that if these pillars are not there to support it, their vision will collapse. These are not things that can be accomplished in one year or two years or even completely in 10 years. These are things that when the Council looks 20 years into the future, they see these things coming to pass in order to create a preferable future for the City of Pineville. These Key Pillars were:

- **Support Light Rail**
- **Promote Economic Development**
- **Improve Infrastructure**
- **Improve Amenities**
- **Maximize Volunteerism**
- **Transition to a Paid Fire Department**

Pillars with Milestones

In addition to identifying the key pillars of their vision, Council discussed some milestones for each pillar that give staff clear direction on how to know that they are moving in the right direction and at the right speed toward achieving what the Council envisions for each pillar.

Initiatives and Workplans are to be created by the staff that move the City toward these milestones. In other words, while it is Council's primary task to develop a strategic vision that says, "This is where we want to go" it is staff's primary task to create a strategic plan that says, "This is how we can get there." More deliberation must take place between Council and staff in order to align expectations with funding strategies. However, these milestones give slightly more definition to the pillars of the vision.

- **Support Light Rail**
 - **Keep the process moving forward**
- **Promote Economic Development**
 - **Create a Development Organization**
 - **Market the town targeting the technology sector**
- **Improve Infrastructure**
 - **Explore providing fiber optic for the whole city**
 - **Create a plan for maximum mobility**
 - **Create a plan for sidewalks, curbs, and bike-lanes**
 - **Develop a plan and execute it for building a new city hall and library**
- **Improve Amenities**
 - **Promote Performing Arts programming**
 - **Promote Connectivity**
 - **Expand Recreation programming**
- **Maximize Volunteerism**
 - **Update Website and create an APP**
 - **Create Opportunities for citizen involvement through more committees**
 - **Celebrate Small Successes**
- **Transition to a Paid Fire Department**
 - **Hire a full time Chief**
 - **Build a facility**
 - **Expand the Staff**

Summary

There are three keys to the long-term successfulness of this exercise:

- (1) Staff must create a coherent workplan that is in alignment with this vision from the Council.
- (2) Council must align their annual budget with their long-term goals.
- (3) Both Council and Staff must keep the Strategic Vision at the forefront of their thinking and deliberations, reviewing it regularly, and making needed adjustments to it as needs and conditions change.

SGR recommends that this report be formally adopted by the Council at a regularly scheduled Council Meeting as soon as possible.



STRATEGIC VISION

Pillar 1: Support Light Rail

1. Keep the process moving forward

Pillar 2: Promote Economic Development

1. Create a Development Organization
2. Market the town targeting the technology sector

Pillar 3: Improve Infrastructure

1. Explore providing fiber optic for the whole city
2. Create a plan for maximum mobility
3. Create a plan for sidewalks, curbs, and bike-lanes
4. Develop a plan and execute it for building a new city hall and library

Pillar 4: Improve Amenities

1. Promote Performing Arts programming
2. Promote Connectivity
3. Expand Recreation programming

Pillar 5: Maximize Volunteerism

1. Update Website and create an APP
2. Create Opportunities for citizen involvement
3. Celebrate Small Successes

Pillar 6: Transition to Paid Fire Department

1. Hire full time Chief
2. Build a facility
3. Expand the Staff

Memorandum



To: Mayor and Town Council

From: Ryan Spitzer

Date: 12/7/2018

Re: Salary Study and Pay and Classification Plan

Overview:

The Town contracted Susan Manning to do a Salary Study, create a Classification and Pay Plan, and to review job descriptions for the Town. A comprehensive salary study had not been done since 2012 and with salaries increasing at an average of 3% per year employees were beginning to lag behind the market. A Classification and Play Plan had never been formulated. Its adoption is a statutory requirement by Town Council during the budgeting process every year.

The study used data from six (6) benchmark communities in the Charlotte area plus nineteen (19) other communities in the region. Through the Market Data Analysis we found that 55% of the town's positions were below market (equates to 65% of employee), 35% were above market, and 10% (3 positions) did not have sufficient data. Most of the salary ranges were 5-10% below the market with a few (mainly department heads) being 20-25% below. When calculating the market average, we use the salary mid-point. The mid-point is where the typical employee should be with 4-7 years of experience and having met all of the position requirements.

The recommendation is that employees who are below their market ranges or mid-point, given qualifications, receive between a 5-10% raise. The 10% increase will be for those salary ranges that are 20-25% below market. Police Officers are recommended to get 1 step increase with the elimination of the first 1 or 2 steps. The employees who are already above the mid-point will not receive any type of salary increase. This increase is independent of the merit increases given by the Town for annual reviews. This study was go get positions competitive with the current market so employees are not lost to neighboring jurisdictions.

While I would like to get each employee to the mid-point of his or her salary, or to where they should be in the range, it is not financially feasible at this moment. The 5-10% increase will get some employees to the mid-point, but most will still be below this benchmark number. We, as a Town do not want to continue to fall behind the rest of the jurisdictions in the region. It will be up to Council in the following budget year(s) to continue to get employees close to the mid-point or market average to make employees in each position competitive in the market. Staff will provide Council with a plan in the FY19-20 Budget to increase these salaries.

This is a study that the Town should do every three (3) years to make sure we stay competitive. The salary ranges should, at a minimum increase by the rate of inflation every two (2) years.

Estimated Costs:

Six month cost: \$53,153

Attachments:

Findings and Recommendations
Salary Study
Classification and Pay Plan – FY 2018-2019

Recommendation:

Approve the new Classification and Pay Plan as well as pay adjustments starting in January 2019

Pineville Findings & Recommendations

Classification & Compensation Study

November 26, 2018

Overview: The Town of Pineville contracted with Susan B. Manning, HR Consultant to complete a classification and compensation study for the Town to ensure that job descriptions are updated and appropriately classified to maintain internal equity and to conduct a salary survey of the local labor market to ensure that salary ranges for all job classifications and salaries being paid to employees are competitive. The last study was completed in 2014, but not fully implemented, and the current salary ranges were last updated in 2012. The Town also does not have a formal integrated Classification and Pay Plan, and that is one of the key deliverables of this study. These are essential professional HR tools to ensure that the Town's current and future business needs for attracting and retaining well-qualified and high-performing employees are met. The HR Consultant will also review the Town's current compensation procedures and policies and recommend any changes that may be needed to facilitate implementation and maintenance of a new Classification and Pay Plan. The study began in August 2018.

Classification Review:

I reviewed all organization charts and current job descriptions for every Department, including revised job descriptions for Public Works and Telecommunications Department. I also reviewed the current Fair Labor Standards Act exempt/nonexempt status of each job classification. Most job descriptions appeared to be appropriately classified with the correct FLSA status. There are a few changes in reporting relationships that need to be reflected in the job descriptions based on the organization charts, one change in FLSA status, and some minor revisions to minimum education and experience requirements, which I will review with the HR Director and update. The following are my classification findings and recommendations by Department:

Administration:

All the job descriptions in Administration appear to be appropriately classified. The salary ranges for the Accounting Technician and Accounting Technician II were not aligned properly with the Accounting Technician having a higher salary grade than the Accounting Technician II. I have made that adjustment in the proposed Classification and Pay Plan. I am also recommending a change in the title for the Accounting Technician II to a Senior Accounting Technician to reflect the more complex duties and responsibilities. I am recommending that we use this "Senior" designation in other departments, so the titles will be more consistent across all departments. I understand there is a new position in Finance and after reviewing a brief job posting description, I believe that it meets the class concept for a professional Accountant classification. A new job description needs to be developed and reviewed, but I am slotting the

position in the Classification & Pay Plan as an Accountant. This position will be classified at the same salary grade as the Accountant in the Telecommunications (Telephone) Department. Professional Accountant positions can be exempt under the FLSA, and I recommend both the Accountant positions in Finance and Telecommunications be exempt. The Town has the option, of course, of making the positions nonexempt.

I am also recommending a consistent structure for the minimum qualifications; e.g., the Human Resources Director requires an appropriate degree and 5-7 years of experience. For most other Director positions, the required experience is “considerable” rather than a specific range of years of experience. I recommend that all the job descriptions have a specific range of acceptable experience in addition to the education requirements.

I am recommending a new classification for Receptionist and adding it to the Classification and Pay Plan. While it is currently not being used, it will be available in the future should the Town reorganize or move to a different location where a full-time Receptionist will be needed to answer all the calls to Town Hall and greet and serve walk-in customers. At the appropriate time, a new job description should be developed for the Receptionist position.

Finally, there are three Administrative Support Specialist positions—one in Administration, one in Public Works and one in Police. The one in Police has a title on the job description of Administrative Assistant, which according to the HR Director is not “official”. While they have slightly different job duties and responsibilities based on their assigned Department(s), from a classification standpoint they should be classified at the same level/title given their comparable duties, decision-making responsibilities, required skills, and minimum qualifications and experience. I am recommending that the Town reclassify these three administrative support positions to Administrative Assistants to reflect the variety of duties and responsibilities they provide to their Department or in the case of the position reporting to the Town Clerk, responsibilities and support to multiple departments.

Summary Recommendations:

- **Accounting Technician II to Senior Accounting Technician**
- **Realign salary ranges so that the Senior Accounting Technician is assigned to the higher salary range**
- **Classify the new position in Finance as an Accountant**
- **Add a new classification and salary range for Receptionist**
- **Administrative Support Specialist/Receptionist to Administrative Assistant**

Parks & Recreation:

Add the appropriate range of experience to the Director’s minimum job requirements. The Events Coordinator and the Athletic Coordinator should be assigned to the same salary range. On one list of salary ranges, the Events Coordinator was higher than the Athletic Coordinator,

but the positions are comparable in duties, responsibilities, desired skills, and minimum qualifications. This is also supported by the market data and confirmed by a conversation with the Parks & Recreation Director.

For the Parks Maintenance positions, I recommend changing the title of the Parks Maintenance Worker to Parks Maintenance Technician. This reflects the variety of unskilled and skilled duties required in this job classification, and the title of Technician is more updated terminology for this type of job in the market. I'm also recommending a similar title change for the Streets and Maintenance Workers in Public Works. The job description for the Parks Maintenance Workers should be changed to reflect the reporting relationship to the Parks Maintenance Supervisor rather than the Parks & Recreation Director. The classification for Parks Maintenance Technicians and Public Works Technicians should be assigned to the same salary range as the duties, responsibilities, skills and minimum qualifications are comparable. This is also supported by the market data. Currently the Parks Maintenance Technicians are assigned to a higher salary range.

The title of Parks Maintenance Supervisor could be changed to Parks Maintenance Crew Leader to more accurately reflect the work they do (e.g. leading a crew to accomplish certain duties). I am also recommending a similar title change for the Public Works Supervisor to Public Works Crew Leader. In larger Departments, the crew leaders generally report to a Parks Maintenance or Public Works Supervisor.

Summary Recommendations:

- **Athletic and Event Coordinators classified to the same salary range**
- **Parks Maintenance Worker to Parks Maintenance Technician**
- **Parks Maintenance Supervisor to Parks Maintenance Crew Leader**

Planning:

Add the appropriate range of experience required to the Planning Director's job description as well as to the Planner and Code Enforcement job descriptions. There were no other changes recommended for the Planning Department.

Police:

The Administrative Assistant position is appropriately classified, but the minimum qualifications need to be change. A Bachelor's degree may be preferred, but is not required for this level of position. The experience requirements also seem a little high for minimum qualifications. I confirmed with the Chief that the job description with minimum qualifications was developed prior to his coming to the Police Department, and he is in agreement with the recommendation to

modify the minimum qualifications to a more appropriate combination of education and experience for an Administrative Assistant position.

The Police Detective has a higher market rate than the Police Officer given the generally more complex duties and responsibilities. Some Police Departments have Detectives and Police Officers in the same salary range as does Pineville. I have discussed this issue with the Police Chief, and he is open to considering whether the Detective should be in a different job classification with a different salary range. After conferring with the Chief and the Town Manager, I am recommending that the Detective be assigned a new salary range of \$39,834-\$50,977-\$62,108, which is consistent with the market data and also consistent with the more complex duties and responsibilities of the Detective role. I am also recommending based on the market data that the first step of the Police Officer range be eliminated to have a more competitive minimum hiring rate for Police Officers. The new range for Police Officers will be \$37,925-\$48,538-\$59,150. While the Police Officer range was competitive at the midpoint, it was not competitive at the minimum or hiring range with other municipalities in the Charlotte region. This could make the Town vulnerable to lose Police Officers to other municipalities and make it difficult to fill Police Officer vacancies in the future. The Police Chief and the Town Manager are supportive of these recommendations.

The Records Clerk reports to the 911 Supervisor, and both job descriptions should be updated to reflect that reporting relationship. I confirmed this with the Police Chief.

The 911 Supervisor may be nonexempt under the FLSA regulations. While the position could possibly be exempt under the Executive exemption since the position supervises more than 2 full-time positions. In all likelihood if the Supervisor is a "working" supervisor and spends more than 50% of the time in nonexempt duties (e.g., serving as a Telecommunicator on the console), the position should be designated as nonexempt. If the position spends more than 50% of the time in managerial duties, then the position could remain designated as exempt. I confirmed with the Police Chief and the Lieutenant that supervises the 911 Center that the 911 Supervisor provides leadership to both the Records and 911 functions, supervises 9 people, and spends more than 50% of her time in managerial duties. Therefore, the position is properly exempt under the FLSA regulations.

Summary Recommendations:

- **Change minimum qualifications for the Administrative Assistant;**
- **Establish a separate classification and pay range for Police Detectives to reflect job duties and market data;**
- **Change Records Clerk job description to reflect reporting relationship to the 911 Supervisor; the Supervisor's job description should also be updated to reflect the responsibility for supervising Police Records;**
- **Maintain FLSA exempt status for 911 Supervisor.**

Public Works:

Most job descriptions for the Public Works Department were recently updated to reflect a number of organizational changes. The Shop Foreman which coordinates the Town's fleet and other equipment should report directly to the Public Works Director (the PW Director is in agreement with this recommendation) and the title should be changed to Fleet Manager to more accurately reflect the duties and responsibilities of the position.

Maintenance Worker I and Storm Water Worker I titles should be changed to Maintenance Technician and Storm Water Technician respectively. The current Storm Water Technician who serves as the lead for the Storm Water team, should be reclassified to a Senior Storm Water Technician based on the duties and responsibilities, and a new range has been recommended for this position in the proposed Classification & Pay Plan. All maintenance technicians whether assigned to Streets, Maintenance, Storm Water or Parks program should be assigned to the same salary range. This is supported by the market data.

The Maintenance Supervisor and the Streets/Storm Water Supervisor should be retitled to Public Works Crew Leaders and assigned to the same salary range.

The Administrative Support Specialist should be reclassified to an Administrative Assistant given the duties and responsibilities of the position as previously mentioned under Administration.

Summary Recommendations:

- **Change title from Shop Foreman to Fleet Manager;**
- **Change reporting relationship of the Fleet Manager to the PW Director;**
- **Change title from Maintenance Worker I to Maintenance Technician;**
- **Change title from Storm Water Worker I to Storm Water Technician;**
- **Establish a new title of Senior Storm Water Technician to reflect the "lead" worker responsibilities and duties;**
- **Change title of Streets/Storm Water/Shop Foreman Supervisor to Public Works Crew Leader;**
- **Change title of Maintenance Supervisor to Public Works Crew Leader;**
- **Abolish the Maintenance Worker II classification, which is no longer being used.**

Telecommunications Department:

There have been numerous organizational changes and reassignment of duties in the Telecommunications Department, and some salary increases were granted as a result of those reassignments although the job descriptions had not been updated. In the future, when there are significant changes in duties/assignments, I recommend that the Department Director submit an updated job description(s) to support the request for a reclassification and/or salary change.

These should be reviewed and recommended for approval by the HR Director to the Town Manager before any pay changes are processed. Minor or temporary reassignment of duties do not necessarily require updating the job description, but they should be documented in writing to the HR Director. The Director has submitted updated job descriptions to support the organizational changes and the recommendations outlined below.

The Director has all 12 positions (1 vacant) reporting to her. That is a huge span of control from a management perspective, and I recommend that there be further conversations about restructuring duties and responsibilities to reduce the number of direct reports to the Director. One possibility is to have all the field based Systems Technicians and the Apprentice Systems Technician report to a Systems Technician Supervisor (currently Mitchell who is classified as the Network Database Technician is assigned to work in the field to direct, mentor and provide more expertise in field operations). A new job description would need to be developed, but if this is feasible, this would reduce the number of direct reports to the Director from 12 to 7—a much more manageable number. This would also allow the person currently filling in for Mitchell as the Network Database Technician to be assigned to that position permanently and appropriately compensated for the work he is doing. I have discussed this recommendation with the Telecommunications Director, the HR Director and Town Manager, and all are in agreement with this recommendation. The Director is working on a new job description for the Systems Technician Supervisor who will continue to serve as a back-up for the Network Database Technician in the central office.

There have been a number of reassignments of administrative duties in the business operations of the Telecommunications Department. I have reviewed all the new job descriptions and make the following recommendations:

- Reclassify the Administrative Officer to an Accountant to reflect the extensive accounting and financial operations that this position must perform;
- Maintain the classification of Billing & Collection Coordinator—while the actual billing is done by the Accountant, this position is responsible for all the pre-billing and post-billing work; back office residential and business electric account review; coordination of meter readings and download meter files in the billing system, etc. I could not think of a more appropriate title that would accurately reflect the work being done.
- Reclassify one of the Customer Service Representatives (CSR) to a Senior CSR to recognize the “lead” worker role of this position in handling more complex processes and problems, mentoring and training the CSR and completing special projects as assigned by the Telecommunications Director.
- The Sales & Marketing Account Representative is currently vacate and designated as exempt under the FLSA. This position is not paid based primarily on commission, and therefore, will not qualify for exempt status under the FLSA. The position should be changed to nonexempt.

Recommendation Summary:

- **Consider reorganization and reclassify the Senior Systems Technician to a Systems Technician Supervisor to oversee field operations and supervise the four Systems Technicians and the Apprentice Systems Technician.**
- **Reclassify the Administrative Officer to Accountant;**
- **Reclassify one CSR to a Senior CSR to recognize “lead” role;**
- **Change FLSA status of the Sales & Marketing Account Representative from exempt to nonexempt.**

Compensation Study:

I developed a custom survey for the Town that included 31 benchmark positions, which was sent to 6 benchmark communities. All of the communities responded. In addition, I used market data from a recently completed compensation study of local governments in the Charlotte regional market, which included 41 benchmark positions and 21 benchmark communities, 19 of which responded. This provided a wealth of market data from the Charlotte region to compare to Pineville’s job classifications and salary ranges. I calculated a market rate for the 31 benchmark positions included in the survey except for three positions for which we received insufficient data to calculate a valid market rate. I calculated a market range (+/- 5% of the market rate) and compared that to the current salary range midpoint of each position. Based on that analysis, I was able to determine if the Town’s salary ranges are at market, below market or above market.

17 of the benchmark positions had salary ranges that were below market as follows:

- Finance Director
- Human Resources Director
- Parks & Recreation Director
- Planning Director
- Police Chief
- Public Works Director
- Administrative Officer
- Planner
- Athletic/Events Coordinator
- 911 Supervisor
- Town Clerk
- Administrative Support Specialist
- Billing & Collections Coordinator
- Telecommunicator
- Code Enforcement Officer
- Maintenance Worker I
- Police Detective

11 of the benchmark positions were at or above market:

- Accounting Technician
- Customer Service Representative
- Payroll Technician
- Police Records Manager
- Recreation Assistant
- Parks Maintenance Technician
- Public Works Supervisor
- Police Officer
- Police Corporal
- Police Sergeant
- Police Lieutenant

3 of the benchmark positions had insufficient data to determine a market rate:

- Fleet Maintenance Foreman
- Parks Maintenance Supervisor (I used the Public Works Supervisor data to determine a market rate since the Town has them in the same salary range.)
- Storm Water Technician

Classification and Pay Plan:

The Town does not have a Classification and Pay Plan and that was one of the deliverables for this study. The Town did have salary ranges for most jobs, but they were of inconsistent structure and were not considered in relationship to the Classification structure of all the jobs across all Town Departments. With the exception of the sworn positions in the Police Department, which are on a separate Step Pay Plan, I developed a Classification and Pay Plan for all other positions. Each salary range is assigned to a salary grade, and there is a 5% difference between each salary grade. This facilitates equitable salary administration for hiring, transferring and promoting employees.

I utilized the Market Study data to construct competitive salary ranges for each position by adjusting the existing midpoint of the range to a new midpoint that is close to or within the market range for that job classification based on the survey data. The range was developed by calculating 80% of the midpoint (market) to determine the minimum of the range and 120% of the midpoint to determine the maximum of the range. Each range is 50% wide from minimum to maximum. Jobs for which I did not have market data were placed in the Classification and Pay Plan based on the Classification Study by comparing duties and responsibilities, minimum requirements and desired knowledge, skills and abilities in order to maintain internal equity. I also used salary data for jobs in the Telecommunications Department that were not included in the survey, which was previously compiled by the HR Director from similar organizations in Wilson and Mooresville.

Salary ranges that were below market were adjusted ranging from 2.5% up to 25% depending upon the percentage difference of the current range midpoint to the market rate/range. That were

also some minor range adjustments necessary to equitably slot positions into the new Classification & Pay Plan structure. Revised salary ranges for Police Officers and Detectives and a minor adjustment to the Police Corporal range was also included.

While the Town Manager was not included in the salary survey, I did review the current salary range for that position, and based on other Town Managers in the local region, the salary range is very low. I researched Town Manager salaries using the 2018 N.C. League of Municipalities salary survey, and I also gathered actual salary data for Town Managers of smaller municipalities in the Charlotte region. Currently, the Town Manager's actual salary is at the top of the range. The market data supports a range midpoint close to or just above the Town Manager's current salary of \$120,172. I am recommending a new more competitive salary range for the Town Manager based on this data to recognize the market data and to provide career growth and salary progression for the Town Manager. The proposed new salary range is \$98,784-\$123,481-\$148,176.

Next Steps:

- **Discuss implementation options and prepare cost analysis to move employees into the new Classification and Pay Plan;**
- **Consider market adjustments for employees whose salaries fall below the midpoint of the salary range depending upon their qualifications;**
- **Update job descriptions with new duties, minimum qualifications and other changes as noted above;**
- **Prepare a Power Point presentation for the Town Council meeting on November 27;**
- **Share recommendations with Department Directors prior to the Town Council meeting;**
- **Review the Town's HR policy to ensure that policies and procedures are up-to-date and reflect HR best practices.**

Respectfully submitted,

Susan B. Manning,
HR Consultant

**Proposed Town of Pineville Classification & Pay Plan
FY 2018-2019**

Salary Grade	Job Title	FLSA Status	Minimum 80% of MP	Midpoint	Maximum 120% MP
10	Recreation Assistant	NE	\$ 25,200	\$ 31,500	\$ 37,800
11	Receptionist*	NE	\$ 26,460	\$ 33,075	\$ 39,690
12	Customer Service Representative	NE	\$ 27,783	\$ 34,729	\$ 41,675
	Maintenance Technician	NE	\$ 27,783	\$ 34,729	\$ 41,675
	Storm Water Technician	NE	\$ 27,783	\$ 34,729	\$ 41,675
	Parks Maintenance Technician	NE	\$ 27,783	\$ 34,729	\$ 41,675
13	Senior Customer Service Representative	NE	\$ 29,172	\$ 36,465	\$ 43,758
	Telecommunicator	NE	\$ 29,172	\$ 36,465	\$ 43,758
	Senior Storm Water Technician	NE	\$ 29,172	\$ 36,465	\$ 43,758
	Apprentice Systems Technician	NE	\$ 29,172	\$ 36,465	\$ 43,758
14	Billing & Collection Coordinator	NE	\$ 30,630	\$ 38,288	\$ 45,946
	Administrative Assistant	NE	\$ 30,630	\$ 38,288	\$ 45,946
	Police Records Clerk	NE	\$ 30,630	\$ 38,288	\$ 45,946
	Accounting Technician	NE	\$ 30,630	\$ 38,288	\$ 45,946
15	Systems Technician	NE	\$ 32,162	\$ 40,202	\$ 48,242
16		NE	\$ 33,770	\$ 42,212	\$ 50,654
17	Fleet Manager	NE	\$ 35,458	\$ 44,323	\$ 53,188
	Code Enforcement Officer	NE	\$ 35,458	\$ 44,323	\$ 53,188
	Senior Accounting Technician	NE	\$ 35,458	\$ 44,323	\$ 53,188
18		NE	\$ 37,231	\$ 46,539	\$ 55,847
	Police Officer*	NE	\$ 37,925	\$ 48,538	\$ 59,150
19	Telecommunications Supervisor	Exempt	\$ 39,109	\$ 48,866	\$ 58,639
	Public Works Crew Leader	NE	\$ 39,109	\$ 48,866	\$ 58,639
	Parks Maintenance Crew Leader	NE	\$ 39,109	\$ 48,866	\$ 58,639
	Marketing & Sales Manager	NE	\$ 39,109	\$ 48,866	\$ 58,639
	Athletics Coordinator	NE	\$ 39,109	\$ 48,866	\$ 58,639
	Program Events Coordinator	NE	\$ 39,109	\$ 48,866	\$ 58,639
	Police Detective*	NE	\$ 39,834	\$ 50,977	\$ 62,108
20	Planner	NE	\$ 41,047	\$ 51,309	\$ 61,571
	Accountant - Finance	Exempt	\$ 41,047	\$ 51,309	\$ 61,571
	Accountant - Telecommunications	Exempt	\$ 41,047	\$ 51,309	\$ 61,571
	Police Corporal*	NE	\$ 42,246	\$ 54,892	\$ 67,537
21		NE	\$ 43,099	\$ 53,874	\$ 64,649
22	Town Clerk	NE	\$ 45,254	\$ 56,568	\$ 67,882
23	Central Office Database Technician	NE	\$ 47,517	\$ 59,396	\$ 71,275
	Police Sergeant*	NE	\$ 47,931	\$ 62,278	\$ 76,625

24	Network Database Technician	NE	\$ 49,893	\$ 62,366	\$ 74,839
	Systems Tech Supervisor*	NE	\$ 49,893	\$ 62,366	\$ 74,839
	Police Lieutenant*	Exempt	\$ 50,328	\$ 65,393	\$ 80,457
25			\$ 52,387	\$ 65,484	\$ 78,581
26	Human Resources Director	Exempt	\$ 55,006	\$ 68,758	\$ 82,510
27		Exempt	\$ 57,757	\$ 72,196	\$ 86,635
28	Public Works Director	Exempt	\$ 60,645	\$ 75,806	\$ 90,967
29	Parks & Recreation Director	Exempt	\$ 63,677	\$ 79,596	\$ 95,516
30	Planning Director	Exempt	\$ 66,861	\$ 83,576	\$ 100,291
31	Telecommunications Director	Exempt	\$ 70,204	\$ 87,755	\$ 105,306
32		Exempt	\$ 73,714	\$ 92,143	\$ 110,572
33	Finance Director	Exempt	\$ 77,400	\$ 96,750	\$ 116,100
34		Exempt	\$ 81,270	\$ 101,588	\$ 121,905
35	Police Chief	Exempt	\$ 85,334	\$ 106,667	\$ 128,000
	Town Manager	Exempt	\$ 98,784	\$ 123,481	\$ 148,176

*New Job Classifications

*On Public Safety Pay Plan

CLOSED SESSION

*Discussion of matters pursuant
to NCGS 143-318.11(4) & (6)
(Economic Dev & Personnel)*

ADJOURNMENT